



SEVICE DELIVERY BUDGET IMPLEMENTATION PLAN

2013/14

FINANCIAL YEAR

Crossing the Rubicon

CUSTOMER CARE 039 797 6600 | FIRE 039 727 5733 | PROTECTION SERVICES 039 797 6657

1. MAYORS FOREWORD

Section 1 of the Municipal Finance Management Act (No.56 of 2003) defines the SDBIP as:

***“ a detailed plan approved by the mayor of a municipality in terms of section 53 (1)(c)(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top layer) the following:
(a) projections for each month of-
(i) revenue to be collected, by source; and
(ii) operational and capital expenditure, by vote;
(b) service delivery targets and performance indicators for each quarter”.***

In developing a good performance management tool for the municipality, the IDP is drafted, the budget is drafted and the service delivery and budget implementation plan (SDBIP) is developed in order to put into effect the budget. The SDBIP is a monitoring and implementation tool that is the vital link between the Mayor, Council and Administration as it facilitates the process for holding management accountable for its performance. The SDBIP quantifies the strategic objectives as highlighted in the budget to measurable outcomes. It is then, that as a monitoring tool, the Mayor and Council are able to monitor the performance of Senior Managers and the Community is able to monitor the municipality.

Adherence to this SDBIP will ensure that the objectives set out in the budget are achieved and hence the objectives and goals identified in the IDP will be realised, thus ensuring service delivery and that the municipality meets the needs of the community.

2. INTRODUCTION BY THE MUNICIPAL MANAGER

The SDBIP is a contract between the Administration, Council and Community where the goals and objectives as set out by the council are quantified and can be implemented by the administration of the municipality. Municipal Managers are encouraged to develop the SDBIP concept further so that it is meaningful and useful to managers.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in-year mechanisms are able to measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly targets, and the municipal manager must ensure that the budget is built around quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP gives meaning to both in-year reporting in terms of section 71 (monthly reporting), section 72 (mid-year report) and end-of-year annual reports.

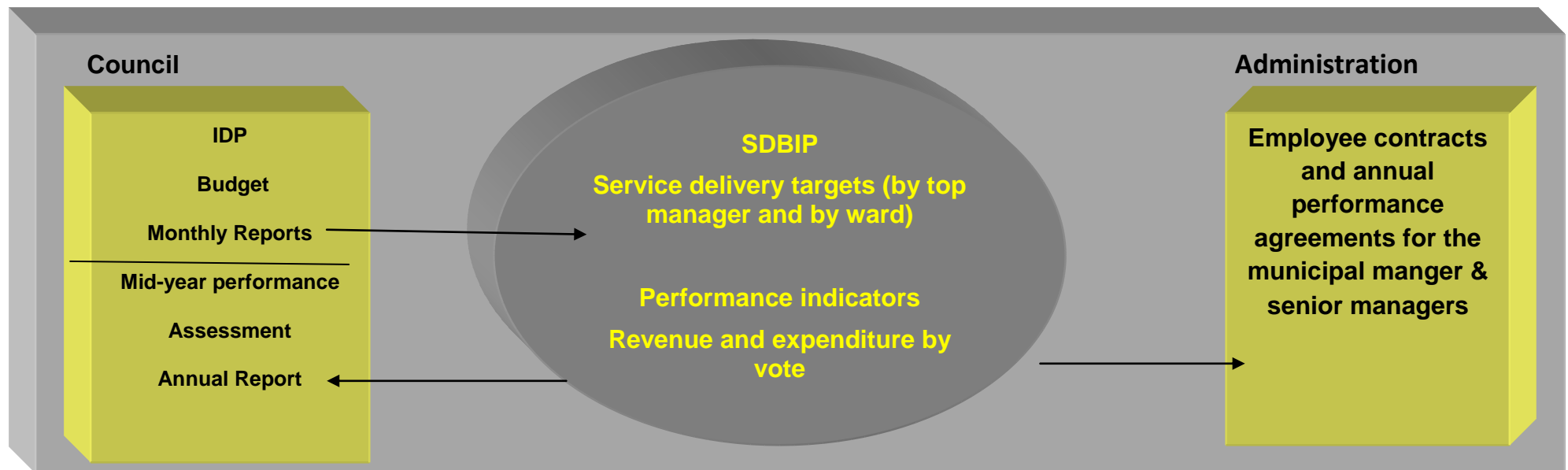
The SDBIP is essentially the management and implementation tool which sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services and the inputs and financial resources to be used. The SDBIP indicates the responsibilities and outputs for each of the senior managers in the top management team, the inputs to be used, and the time deadlines for each output. The SDBIP will therefore determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held

responsible. The SDBIP should also provide all expenditure information (for capital projects and services) per municipal ward, so that each output can be broken down per ward, where this is possible, to support ward councillors in service delivery information.

The SDBIP aims to ensure that managers are problem-solvers, who routinely look out for unanticipated problems and resolve them as soon as possible and enables the **Council** to **monitor** the performance of the municipality against quarterly targets on service delivery.

Being a management and implementation plan (and not a policy proposal), the SDBIP is not required to be approved by the council. It is however tabled before council and made public for information and for the purpose of monitoring. The SDBIP should be seen as a dynamic document that may (at lower layers of the plan) be continually **revised** by the **municipal manager** and **other top managers**, as actual performance **after each month or quarter** is taken into account. However, the top-layer of the SDBIP and its targets cannot be revised without notifying the council, and if there is to be changes in service delivery targets and performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1) (c) of MFMA). This Council approval is necessary to ensure that the Mayor or Municipal Manager do not revise service delivery targets downwards in the event where there is poor performance.

SDBIP “contract “diagram as depicted in the Circular No. 13 by National Treasury, MFMA



3. TIMING AND METHODOLOGY FOR PREPARATION OF THE SDBIP

Section 69 (3) (a) of the MFMA requires the accounting officer to submit a draft SDBIP to the mayor no later than 14 days after the approval of the budget and drafts to the performance agreement as required in terms of the section 57 (1) (b) of the Municipal Systems Act. The Mayor in accordance with section 53 (1) (c) (ii) of the MFMA.

These are the legal requirements and deadline limits to assist a municipality to comply with the law-however, best practice suggests that this be done earlier by municipalities, starting with senior managers to draw up their second layer departmental SDBIPs in the early stages of the planning and budget preparation process in line with the strategic direction set in the IDP. The mayor and municipal manager should lead this process.

The municipality should ideally publish its draft SDBIP with its draft budget, or soon after as supporting documentation to assist its budget hearings process normally held at the end of March or in April. As noted above, the SDBIP should be submitted to the mayor by 1 May at the latest. If the draft SDBIP is to be provided for the budget hearings, the municipality may want to bring this date forward, or provide departmental SDBIPs as supporting information to the relevant committee around the end of March. In this case, the mayor will need to approve such departmental or draft SDBIP by mid-March.

It should be noted that it is up to the municipality to determine extra detail, and whether they wish to bring forward their deadlines for submission and approval. A municipality could also opt to have a high level SDBIP complete with ward break-downs for tabling and publication, but may also in addition make available lower layer departmental SDBIPs and other information as requested by Council.

With careful planning of the budget process it may be possible for the **Mayor** to approve the SDBIP **in less than 7 days** after the council approves the budget. **Legally**, to take account of possible revisions to the budget, the Act allows for this to occur **not later than 28 days after budget approval**.

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets, set in the budget and IDP. It determines the performance agreements for the municipal manager and all top managers, whose performance can then be monitored through Section 71 and 72 reports, and evaluated through the annual report process.

4. SDBIP CYCLE

The SDBIP process comprises the following stages, which forms part of a cycle:

Planning:

During this phase the SDBIP process Plan is developed, to be tabled with the IDP Process Plan. SDBIP related processes e.g. workshop schedules distribution of circulars and training workshops, are also reviewed during this phase.

Strategising:

During this phase the IDP is reviewed and subsequent SDBIP programmes and projects for the next 5 years based on local, provincial and national issues, previous year's performance and current economic and demographic trends etc.

Tabling:

The SDBIP is tabled with the draft IDP and budget before Council. Consultation with the community and stakeholders of the IDP on the SDBIP is done through budget hearings and formal local, provincial and national inputs or responses are also considered in developing the final document.

Adoption:

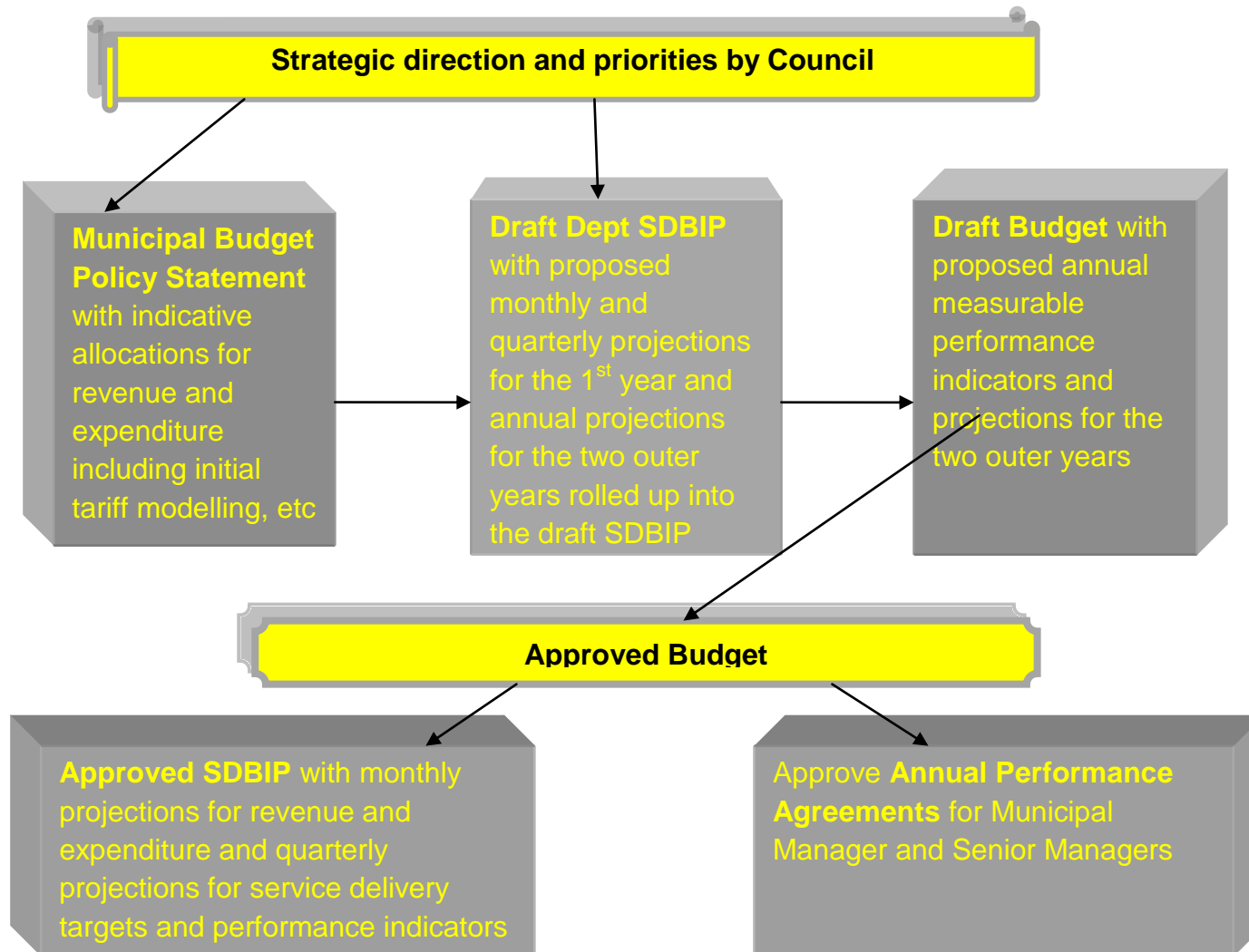
The Mayor approves the SDBIP no later than 28 days after the adoption of the Municipality's budget.

Publishing:

The adopted SDBIP is made public and is published on the Council's website.

5. THE SDBIP PROCESS

The process for preparing and approving the SDBIP, as depicted in the MFMA Circular No.13, is diagrammatically summarised as follows:



6. LEGISLATIVE MANDATES

National Priorities	Provincial Priorities
<ol style="list-style-type: none"> 1. Creation of decent work and economic growth 2. Social and Economic Infrastructure 3. Rural Development linked to Land Reform 4. Skills and Human Resource base 5. Improving the Nations Health Profile 6. Fight against Crime and Corruption 7. Cohesive and Sustainable Communities 8. International Co-operation 9. Sustainable Resource Management 10. Democratic Development State 	<ol style="list-style-type: none"> 1. Create an image of new administration 2. Caring and Humane Government 3. Good Governance 4. Inclusive Government 5. Present a practical, measurable programme of action for government with time frame. 6. Use Agriculture as the main platform for integration 7. Household food security

7. LEGISLATIVE PERFORMANCE REPORTING FRAMEWORK

FREQUENCY AND NATURE OF REPORT	MANDATE	RECIPIENTS
Monthly reporting on actual revenue targets and spending against budget no later than 10 working days after the end of each month	Section 71 of the MFMA	National Treasury
Quarterly progress report	Section 41 (1) (e) of the Systems Act, Section 166 (2) (a) (v) and (vii) of the Municipal Management Finance Act (MFMA) and Regulation 7 of Municipal Planning and Performance Management Regulations.	<ol style="list-style-type: none"> 1. Municipal Manager 2. Mayor 3. EXCO 4. Audit Committee 5. National Treasury

Mid-year performance assessment

Section 72 of the MFMA.

1. Municipal Manager

Section 13 (2) (a) of Municipal Planning and Performance Management Regulations 2001.

2. Mayor

3. EXCO

4. Council

5. Audit Committee

6. National Treasury

7. Provincial Government

Annual report (to be tabled before Council by 31 January (draft and approved / published by 31 March each year)

Sections 121 and 127 of the MFMA, as read with Section 46 of the Systems Act and Section 6 of the Systems Amendment Act.

1. Mayor

2. EXCO

3. MPAC

4. Council

5. Audit Committee

6. Auditor-General

7. National Treasury

8. Provincial Government

9. Local Community

8. THE SDBIP AS A MONITORING AND REPORTING TOOL

This section covers reporting on the SDBIP as a way of linking the SDBIP with the oversight and monitoring operations of the Municipal Administration. Various reporting requirements are outlined in the MFMA and both the Mayor and the Accounting officer have clear roles to play in preparing and presenting these reports. The SDBIP provides an excellent basis for generating the reports for which the MFMA requires. These reports then allow the Council to monitor the implementation of Service Delivery Programs and Initiatives across the Municipality boundaries.

8.1. Monthly Reporting

Section 71 of the MFMA stipulates that reporting on actual revenue targets and spending against the budget should occur on a monthly basis. This reporting must be conducted by the **Accounting Officer** of a municipality no later than 10 working days, after the end of each month.

Reporting must include the following:

- (i) actual revenue, per source;
- (ii) actual borrowings;
- (iii) actual expenditure, per vote;
- (iv) actual capital expenditure, per vote;
- (v) the amount of any allocations received

If necessary, explanation of the following must be included in the monthly reports:

- (a) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote
- (b) any material variances from the service delivery and budget implementation plan and;
- (c) any remedial or corrective steps taken or to be taken to ensure that the projected revenue and expenditure remain within the municipalities approved budget.

8.2. Quarterly Reporting

Section 52 (d) of the MFMA compels the **Mayor** to submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality within 30 days of the end of each quarter. The quarterly performance projections captured in the SDBIP form the basis for the mayor's quarterly report.

8.3. Mid-year Reporting

Section 72 (1) (a) of the MFMA outlines the requirements for mid-year reporting. The **Accounting Officer** is required by the 25th January of each year to assess the performance of the municipality during the first half of the year taking into account:

- (i) the monthly statements referred to in section 71 of the first half of the year
- (ii) the municipalities service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the Service Delivery and Budget Implementation Plan;
- (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and,
- (iv) the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities.

Based on the outcomes of the mid-year budget and performance assessment report, an adjustments budget may be tabled if actual revenue or expenditure amounts are materially different from the projections contained in the budget or the SDBIP.

The SDBIP is also a living document and may be modified based on the mid-year performance review. Thus the SDBIP remains a kind of contract that holds The Greater Kokstad Municipality accountable to the community.

9. PRINCIPLES UNDERPINNING OUR SDBIP

The Greater Kokstad Municipality commits to the following key principles in its implementation of the SDBIP. That the process:

- Must be used as a management tool and incorporated into existing ways of managing performance in the municipality.
- Measurement must be based on clearly defined targets and agreed timeframes.
- Must align strategic organisational development goals and budget prioritisation linked to community needs and resource constraints.
- Must provide for measurement of progress against IDP commitments;
- Only focus on budgeted projects
- Must ensure measurement of performance against National KPIs
- Must promote use as an early warning system
- Must focus on outcomes (development impact achievements)
- Must provide clarity to all employees on their role in the achievement of municipal and departmental targets.

The Greater Kokstad Municipality has set itself the target of implementing 16 programs for 2013/2014 financial year, which are aligned to the IDP Reviewed Priorities. The programs have been identified as the following:

10. STRATEGIC OUTCOMES

Office of the Municipal Manager

1. Strategic Planning and Organisational Performance Management
2. Inter-governmental Relations (IGR), Communications and Corporate Image
3. Council Support and Public Participation
4. Internal Audit and Risk Management
5. Legal Services
6. Youth Sports Arts Culture and Recreation
7. Special Programme (disabled, elderly, widows and women, HIV-AIDS and vulnerable children)
8. Local Economic Development and Poverty Alleviation

Financial Services

9. Expenditure
10. Revenue Management
11. Supply Chain Management
12. Asset Management
13. Budget, Reporting and Compliance

Infrastructure, Planning and Development

14. PMU and Civil Engineering;
15. Electrical Engineering
16. Building Control
17. Spatial Planning and Development Services

Community Development Services


18. Community Social Services (Facilities and Amenities, Solid Waste Removal, Landfill Sites, Parks, Cemeteries and Pound Management)
19. Community Safety Services (Traffic Control and Licensing, Fire Fighting and Disaster Management)

Corporate Services

20. Administration Services (Management of Municipal Properties, Secretariat, Admin, ICT, Fleet and Stores Management)
21. Human Resources (Human Resources and Development, Human Resources Administration)
22. Customer Care Services


11. The Vision, Mission, and Core Values of the municipality are as follows:

VISION:




Together building a caring and economically vibrant city with citizens living in a secure, healthy and comfortable environment

MISSION:



Providing sustainable services to communities through optimal and professional deployment of resources and enhancing economic development, safe and healthy environment

CORE VALUES:

- 
- Integrity;
 - Transparency;
 - Professionalism
 - Co-operation;
 - Innovation;
 - Accountability;
 - Honesty;
 - Fairness;
 - Efficiency and effectiveness

12. Consolidated overview of the 2013/14 MTREF

Rthousand	Adjustments budget 2012/13	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2014/16
Total Operating Revenue	344,166,788	289,430,416	336,133,000	352,603,000
Total Operating Expenditure	308,672,601	246,089,621	270,531,000	283,681,000
<i>(Surplus) / Deficit for the year</i>	35,494,187	43,340,755	65,602,000	68,923,000
Total Capital Expenditure	82,876,187	104,969,000	79,100,000	30,500,000

Total operating revenue has decreased by 15.9 per cent or R54 million for the 2013/14 financial year when compared to the 2012/13 Adjustments Budget. For the two outer years, operational revenue will increase by 10.1 and 13.7 per cent respectively, equating to a total revenue growth of R8 million over the MTREF when compared to the 2012/13 financial year.

Total operating expenditure for the 2013/14 financial year has been appropriated at R246, 1 million and translates into a budgeted surplus of R43 million. When compared to the 2012/13 Adjustments Budget, operational expenditure has decreased by 1.6 per cent in the 2013/14 budget and by 3.1 and 7.5 per cent for each of the respective outer years of the MTREF. The operating surplus for the two outer years steadily increases to R65.6 million and then stabilise at R68.9 million. These surpluses will be used to fund capital expenditure and to further ensure cash backing of reserves and funds.

The capital budget of R104, 9 million for 2013/14 is 26.8 per cent more when compared to the 2012/13 Adjustment Budget. The increase is due to various projects being to be embarked on for the 2013/14 financial year.

13. BUDGETED MONTHLY REVENUE AND EXPENDITURE BY SOURCE

Description	Ref	Budget Year 2013/14												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
Revenue By Source	-															
Property rates		81 479	3 985	2 950	6 580	4 580	4 953	3 395	2 395	2 395	2 395	2 395	3 598	121 098	127 274	140 327
Property rates - penalties & collection charges		300	-	259	308	310	323	196	196	196	196	196	332	2 811	2 955	3 100
Service charges - electricity revenue		7 562	7 459	8 320	5 934	5 934	5 863	6 909	6 909	6 909	6 909	9 909	10 723	89 337	94 756	99 399
Service charges - water revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		907	907	907	907	907	907	907	907	907	907	907	908	10 889	14 702	15 422
Service charges - other		-	250	107	180	200	96	102	-	150	105	50	0	1 240	1 303	1 367
Rental of facilities and equipment		-	-	-	-	-	-	151	151	151	151	151	406	1 162	1 222	1 281
Interest earned - external investments		14	12	24	-	55	52	57	57	57	57	57	7	450	552	579
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		88	53	87	40	38	91	99	99	99	99	99	110	1 000	3 448	3 617
Licences and permits		-	79	111	405	406	236	189	189	189	189	189	820	3 000	3 153	3 307
Agency services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers recognised - operational		23 059	2 461	-	-	-	15 824	-	-	11 508	-	-	-	52 851	55 546	58 268
Other revenue		426	561	521	39	-	86	-	94	-	150	-	258	2 135	2 243	2 353
Gains on disposal of PPE		3 456											(0)	3 456	3 632	3 810
Total Revenue (excluding capital transfers and contributions)		117 290	15 767	13 286	14 393	12 431	28 431	12 004	10 996	22 560	11 157	13 952	17 162	289 430	310 786	332 831
Expenditure By Type	-															
Employee related costs		6 205	6 835	6 870	7 146	7 540	6 854	6 277	6 277	6 277	6 277	6 277	16 423	89 260	97 955	102 855
Remuneration of councillors		358	358	358	358	358	358	401	401	401	401	401	730	4 880	5 129	5 380
Debt impairment		417	417	417	417	417	417	417	417	417	417	417	417	5 000	5 255	5 512
Depreciation & asset impairment		2 083	2 083	2 083	2 083	2 083	2 083	2 083	2 083	2 083	2 083	2 083	2 083	25 000	26 275	27 562
Finance charges		200	200	200	200	200	595	200	150	150	150	595	150	2 990	1 095	1 304

Bulk purchases		4 283	5 222	4 660	4 713	4 698	4 417	4 272	4 333	4 108	7 730	8 730	7 321	64 487	68 218	71 561
Other materials		–	–	–	–	–	–	–	–	–	–	–	–	–	1 682	1 767
Contracted services		1 131	1 131	1 131	1 131	1 131	1 131	1 131	1 131	1 131	1 131	1 131	1 131	13 570	24 087	24 968
Transfers and grants		268	268	268	268	268	268	268	268	268	268	268	268	3 210	3 374	3 546
Other expenditure		3 115	3 898	3 015	3 532	2 912	3 568	3 628	2 628	3 749	3 123	2 023	2 501	37 692	58 805	61 768
Loss on disposal of PPE													–	–	–	–
Total Expenditure		18 059	20 411	19 001	19 847	19 606	19 690	18 677	17 687	18 584	21 580	21 925	31 024	246 090	291 874	306 225
Surplus/(Deficit)		99 232	(4 644)	(5 714)	(5 454)	(7 175)	8 740	(6 673)	(6 691)	3 976	(10 422)	(7 972)	(13 862)	43 341	18 912	26 607
Transfers recognised - capital		12 400	18 342	–	–	20 677	–	20 200	–	22 485	–	–	–	94 104	24 552	33 169
Contributions recognised - capital													–	–	–	–
Contributed assets													–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		111 632	13 698	(5 714)	(5 454)	13 502	8 740	13 527	(6 691)	26 461	(10 422)	(7 972)	(13 862)	137 445	43 464	59 776
Taxation													–	–	–	–
Attributable to minorities													–	–	–	–
Share of surplus/ (deficit) of associate													–	–	–	–
Surplus/(Deficit)	1	111 632	13 698	(5 714)	(5 454)	13 502	8 740	13 527	(6 691)	26 461	(10 422)	(7 972)	(13 862)	137 445	43 464	59 776

14. REVENUE AND EXPENDITURE BY MUNICIPAL VOTE

Vote Description	2009/10	2010/11	2011/12	Current Year 2012/13			2013/14 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2013/14	Budget Year +1 2014/15	Budget Year +2 2015/16
Revenue by Vote									
Vote 1 - EXECUTIVE AND COUNCIL	10,312	116	3,801	580	15,141	15,141	–	–	–
Vote 2 - CORPORATE SERVICES	30,232	4,254	251	1,600	–	–	100	105	110
Vote 3 - BUDGET AND TREASURY	88,893	93,811	120,851	200,014	199,424	199,424	178,402	238,461	247,619
Vote 4 - COMMUNITY AND SOCIAL SERVICES	191	1,061	1,301	1,922	2,471	2,471	2,917	3,028	3,173
Vote 5 - PUBLIC SAFETY	5,673	12,163	8,771	2,062	8,225	8,225	5,240	7,903	8,291
Vote 6 - WASTE MANAGEMENT	11,405	10,340	12,147	13,645	11,000	11,000	10,889	14,702	15,422
Vote 7 - PLANNING AND DEVELOPMENT	698	2,122	1,354	2,062	1,389	1,389	1,702	1,991	2,089
Vote 8 - ROAD TRANSPORT	9	11,343	16,632	1	19,322	19,322	3	3	3
Vote 9 - ELECTRICITY SERVICES	42,388	70,523	73,277	90,400	83,225	83,225	90,177	94,776	99,420
Total Revenue by Vote	189,801	205,733	238,385	312,286	340,197	340,197	289,430	360,970	376,126
Expenditure by Vote to be appropriated									
Vote 1 - EXECUTIVE AND COUNCIL	12,590	19,634	25,138	26,169	32,479	32,479	24,136	30,191	31,560
Vote 2 - CORPORATE SERVICES	30,732	15,976	17,622	31,260	32,101	32,101	24,739	29,359	30,797
Vote 3 - BUDGET AND TREASURY	55,944	53,709	94,497	71,996	100,570	100,570	55,994	60,649	63,474
Vote 4 - COMMUNITY AND SOCIAL SERVICES	5,398	9,036	10,433	13,284	14,251	14,251	16,424	16,883	17,707
Vote 5 - PUBLIC SAFETY	9,449	13,673	17,526	18,192	18,521	18,521	17,031	19,373	20,322
Vote 6 - WASTE MANAGEMENT	6,261	9,096	9,183	8,313	9,634	9,634	8,103	8,832	9,265
Vote 7 - PLANNING AND DEVELOPMENT	7,864	9,361	12,021	14,688	11,816	11,816	13,988	15,995	16,778
Vote 8 - ROAD TRANSPORT	12,609	8,386	7,340	8,209	7,876	7,876	8,344	9,347	9,805
Vote 9 - ELECTRICITY SERVICES	37,330	45,372	63,554	69,502	74,587	74,587	77,214	81,893	85,906
Total Expenditure by Vote	178,177	184,243	257,314	261,613	301,835	301,835	240,089	272,521	285,614
Surplus/(Deficit) for the year	11,624	21,490	(18,929)	50,673	38,362	38,362	43,340	88,448	90,512

SECTION 53(1)(C)(ii) – SUBMISSION TO THE MAYOR

The top layer service delivery budget implementation plan, indicating how the budget and the strategic objectives of the Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budget and Reporting Regulation for the necessary approval.

PRINT NAME: FELIX THEMBINKOSI NXUMALO

Municipal Manager of Greater Kokstad Municipality

Signature: _____

Date: 22 July 2013

SECTION 53(1)(C)(ii) – APPROVAL BY THE MAYOR

The top layer service delivery budget implementation plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA.

PRINT NAME: COUNCILLOR T.N. JOJOZI

Mayor of the Greater Kokstad Municipality

Signature: _____

Date: 23 July 2013

15. QUARTERLY SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

DEPARTMENTAL PROGRAMME: STRATEGIC PLANNING / OPMS / IDP

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 IDP REVIEW PG100	INSTITUTIONAL DEVELOPMENT & TRANSFORMATION	ALL	Promote participative, facilitative and accountable governance	1.1 2012 – 2013 OPMS Reviews and Reporting	4 quarterly OPMS reports	Quarterly Reports Presented to EXCO / Council Meeting	4 Reports Presented to EXCO	30,000.00	N/A	008-260076	N/A	INTERNAL	1 Report Presented	1 Report Presented	1 Report Presented	1 Report Presented	minutes of EXCO / council meeting when adoption occurred – for each report
					2011/12 Annual Report	2012-2013 Annual Report Presented to Council for Adoption by date	2012-2013 Annual Report Presented to Council for Adoption by 31 August 2013						Draft Annual Report presented to Committees	Draft Annual Report Presented to the AG	Draft Annual Report presented to Council	Council adopted AR Posted on Municipal Website	s-57 performance reports
					2011/12 APR Adopted by Council on	Presentation of Annual Performance Report to Council for Adoption by date	Presentation of Annual Performance Report to Council for Adoption by 31 Aug 2013						Submission of Draft APR to AC (15 August '12) Submission of Draft APR to Council (31 August 13)	Council adopted APR (posted on Municipal Website/Public Notices/ Municipal Boards & Media)	N/A	N/A	council resolution
					Submission of the Adopted APR to AG & CoGTA & Treasury by 31 August 2013	Submission of the adopted APR to AG & CoGTA & Treasury by 31st Aug 2013							Submission of the adopted APR to AG & CoGTA & Treasury by 31st Aug 2013	N/A	N/A	N/A	proof of submission of balance score card to AG & CoGTA & treasury

						2012 – 2013 Annual Report Presented to Council for adoption by 31 March 2013	Annual Report Presented to Council for adoption by 31 March 2014						Submission of draft AR to AG	Submission of Draft AR to AC	Publishing of AR on Internet (30 Jan 2014) Submission of Draft AR to Council by 31 /03/14	N/A	
								Budget Cash Flows:				-	-	30 000	-	30,000	
13/14 IDP REVIEW PG100	INSTITUTIONAL DEVELOPMENT & TRANSFORMATION	OPERATIONAL	Promote participative, facilitative and accountable governance	1.2 2013 – 2014 OPMS Reviews (SDBIP)	2012/13 SDBIP Adopted by Council on the 6 th of June 2013	Quarterly OPMS reports submitted to AC by date	4 Reports Submitted to AC by 15 July 2014	N/A	N/A	N/A	N/A	OPERATIONAL	1st Q by 15 Oct 2012	2nd Q by 15 Jan 2013	3rd Q by 15 Apr 2013	4th Q by 15 July 2013	Adopted Adjusted 2013/14 SDBIP (Mid Term Review)
						Adopted Mid Term Performance Report by 25 Jan 2014	Jan 2014 Submission of Draft Mid Term Performance Report to Council for adoption by 25 Jan 2014						N/A	1st Draft MTPR Presented to MANCO	Mid-Term SDBIP Review	N/A	Proof of Submission to COGTA/PT/NT
				1.3 OPMS Planning	2013-2014 SDBIP Adopted by Council on 29 May 2013	2014/15 SDBIP Presented to Council for Adoption by date	2014/15 SDBIP Presented to Council for Adoption by 30 June 2014	N/A	N/A	N/A	N/A	OPERATIONAL	N/A	N/A	Review of 13–14 SDBIP Implementati on	SLA with partners (15 May 2014)	
															Draft 2014 – 2015 SDBIP	Submission of Draft SDBIP to AG/Treasury/ CoGTA for comment	
								Budget Cash Flows:				-	-	-	-	-	
												-	-	-	-	-	

2012-17 IDP PG126	GOOD GOVERNANCE & PUBLIC PARTICIPATION	OPERATIONAL	To develop a strong institution to support consultative and participatory local governance	1.4 IDP	2013-2014 IDP document	Completed IDP process plan by date	Completed IDP process plan by 30 Sept 2013	85 672.00	N/A	008-270020	N/A	INTERNAL	Compile draft PP	Review IDP Status quo	N/A	N/A	Attendance registers			
						Submit PP to COGTA & Address comments							13 Road shows					One IDP Rep Forum	One IDP rep Forum	Adopted 2014/145 IDP by 31 May 2014
						Complete IDP PP 30 Sept 2013														
						N/A														
Number of IDP road shows held	13 Road-shows by 31 Dec 2013	none	Draft 13/14 IDP completed and submitted to CoGTA	Adopted IDP submitted to MEC (CoGTA)																
Submission of Draft 2014/15 IDP to Council for adoption by date	Submission of Draft 2014/15 IDP to Council for adoption by 31 May 2014	Budget Cash Flows:		-	70 000.00	-	15 672.00	85 672.00												

13/14 IDP REVIEW PG100	INSTITUTIONAL DEVELOPMENT & TRANSFORMATION	ALL	Promote participative, facilitative and accountable governance	1.5 STRATEGIC PLANNING SESSIONS	The target for the 2011/12 FY was three but three additional special Strat. Plan Sessions were held	Number of strategic planning sessions held by date	3 strategic planning sessions for the 2013/14 FY by 30 June 2013	R250,000.00	N/A	008-260155	N/A	INTERNAL	n/a	n/a	2 strat plans sessions held (1 MANCO & 1 Cllrs)	1 Strat session held	attendance registers
						programs/agen das											
													logistics				
Budget Cash Flows:														-	-	200,000	50,000

DEPARTMENTAL PROGRAMME: IGR /COMMUNICATIONS/CORPORATE IMAGE

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	Strengthen inter-governmental relations systems	2.1 MUNICIPAL NEWSLETTER	4 newsletters	Number of newsletter editions published per quarter	4 newsletter produced by 30 June 2014	R160,000,00	R320,000,00	008-260386	N/A	INTERNAL	1 Newsletter	1 Newsletter	1 Newsletter	1 Newsletter	newsletter delivery register
								Budget Cash Flows:					R40,000,00	R40,000,00	R40,000,00	R40,000,00	R160 000
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	Strengthen inter-governmental relations systems	2.2 MUNICIPAL WEBSITE	fully functional website	Number of tenders loaded on the website	16 tenders loaded to the website	R60,000,00	R60,000,00	008-260386	N/A	INTERNAL	4 tenders	4 tenders	4 tenders	4 tenders	number of tenders loaded in the website,
						% up to date of the website content	100% up to date website						100% up to date website	100% up to date website	100% up to date website	number of documents loaded in the website,	
						Number of notices loaded to the website	12 notices loaded to the website for the 2013/14 FY						3 notices	3 notices	3 notices	3 notices	updated information
						Budget Cash Flows:							R15,000,00	R15,000,00	R15,000,00	R15,000,00	R60,000,00

13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	Strengthen inter-governmental relations systems	2.3 MEDIA LIAISON	12 press statements 4 briefings 1 workshop for media handling skills	Number of media analysis	4 monthly media analysis	R20,000,00	R60,000,00	008-260386	N/A	INTERNAL	monthly media analysis	monthly media analysis	monthly analysis	monthly analysis	photos, attendance registers, newspaper clips
						Number of press statements for the 2013/14 FY	12 press statements						3 press statements	3 press statements	3 press statements	3 press statements	
						Number of briefings for the 2013/14 FY	6 briefings						1 briefing 1 Mayoral slot in Alfred Nzo Community Radio	1 briefing 1 meeting with local media houses	1 briefing	1 briefing	
						Number of Media Skills workshops attended or conducted for the 2013/14 FY	2 Workshops						1 workshop of media handling skills(leadersh ip)	1 meeting with local media houses	n/a	n/a	
								Budget Cash Flows:					R5,000,00	R5,000,00	R5,000,00	R5,000,00	R20,000,00
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	Strengthen inter-governmental relations systems	2.4 CORPORATE IMAGE AND BRANDING	160 calendars 46 diaries 100 name badges 6 GKM flags 6 national flags 2 desk flags 2 cluster banners	% Implementation of Corporate Image and Branding Manual by date	160 calendars 46 diaries 100 name badges 6 GKM flags 6 national flags 2 desk flags 2 municipal cluster banners	R60,000,00	R100,000,00	008-260386		INTERNAL	100 name badges procured and delivered 6 GKM flags procured and delivered 6 national flags procured and delivered 2 desk flags procured and delivered	46 diaries procured and delivered 160 calendars procured and delivered 2 GKM cluster banners procured and delivered	n/a	n/a	invoice s diaries(25) calendars(500) flags name badges cluster banners
								Budget Cash Flows:					R15,000,00	R15,000,00	R15,000,00	R15,000,00	R60,000,00

DEPARTMENTAL PROGRAMME: COUNCIL SUPPORT & PUBLIC PARTICIPATION

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	To develop a strong institution to support consultative and participatory local governance	3.1 Capacity Building of ward committees	Two Formal Trainings were held in the 2012 / 13 Financial year	Number ward committee training sessions held	1 formal training	R300 000.00	N/A	N/A	008-260165	INTERNAL	N/A	N/A	Develop Terms of Reference for appointment of Service Provider	Preparation of venue ,catering and accommodation Training held	attendance register training report
Budget Cash Flows:								N/A					N/A	N/A	-	300 000	300,000.00
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	To develop a strong institution to support consultative and participatory local governance	3.2 WARD COMMITTEE FUNCTIONING	32 ward committee meetings held for the 2012/13 FY	Number of Ward Committee meetings held	32 Ward committee meetings held	R672 000.00	N/A	008-260	N/A	INTERNAL	8 ward committee meetings held in 1 st Quarter and payment of monthly stipend	8 ward committee meetings held in 2 nd Quarter and payment of monthly stipend	8 ward committee meetings held in 3 rd Quarter and payment of monthly stipend	8 ward committee meetings held in 4 th Quarter and payment of monthly stipend	minutes attendance registers payment schedule monthly reports
Budget Cash Flows:								168 000					168 000	168 000	168 000	168 000	672,000.00
13/14 ID REVIEW PG 99	GOVERNANCE & PUBLIC	ALL	To develop a strong institution to support consultative and participatory	3.3 COMMUNITY OUTREACH MEETINGS, CA MPAINGS,	32 Community meeting for the 2012/13 FY One Mayoral Imbizo was held	Number of community meetings held	32 Community meetings held in the 2013/14 FY	R 300 000.00	N/A	-008-260 165	N/A	INTERNAL	8 Community meetings held in the 1 st Quarter	8 Community meetings held in the 2 nd Quarter	8 Community meetings held in the 3 rd Quarter	8 Community meetings held in the 4 th Quarter	minutes attendance registers

			local governance	IMBIZO	in 2012/13 FY	Number of Mayoral Imbizo held in 2013/14 FY	One Mayoral Imbizo						N/A	N/A	-Marketing of the event and other procurement processes for the Imbizo	- Procurement continues and Mayoral Imbizo held	
								Budget Cash Flows:					R7000	R7000	N/A	R286 000	300,000
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	To develop a strong institution to support consultative and participatory local governance	3.4 Ward profiling	Four wards were profiled in 2012/2013 fin year	Number of wards profiled for the 2013/14 FY	Four wards profiled	R200 000	N/A	008 -260165	N/A	INTERNAL	Planning and preparations for profiling	Profiling of four wards and reporting	n/a	n/a	Report
								Budget Cash Flows:					N/A	200 000	N/A	N/A	200,000

DEPARTMENTAL PROGRAMME: INTERNAL AUDIT AND RISK MANAGEMENT

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Institutional Development & Transformation	OPERATIONAL	To ensure that the organizations finances are managed sustainably	4.1 RISK ASSESSMENT	2012 Annual risk assessment completed.	Number of Risk assessment done by 30 June 2014	1Risk Assessment done for the 2013/14 FY	N/A	N/A	N/A	N/A	OPERATIONAL	N/A	N/A	N/A	1 Risk Assessment done by June 2014	attendance register
							4 Risk Committees Held for the 2013/14 FY						1 st Q meeting held	2 nd Q meeting held	3 rd Q meeting held	4 th Q meeting held	risk assessment report
							4 Risk Reports submitted to Audit Committee for the 2013/14 FY						1 Risk Report submitted to AC	1 Risk Report submitted to AC	1 Risk Report submitted to AC	1 Risk Report submitted to AC	strategic & operational risk register
								Budget Cash Flows					Nil	Nil	Nil	Nil	Nil

Pg 127 No 01-07	Institutional Development & Transformation	ALL	To ensure that the organizations finances are managed sustainably	4.2 AUDIT COMMITTEE	Audit Committee meets quarterly	Number of Audit Committee meetings held	4 Audit Committee meetings held for the 2013/14 FY	R500,000.00	N/A	008-260130	N/A	INTERNAL	1 st Q meeting held	2 nd Q meeting held	3 rd Q meeting held	4 th Q meeting held	minutes attendance register
						% of AC queries resolved	100% queries resolved for the 2013/14 FY						100%	100%	100%	100%	
						Budget Cash Flows							125,000	125,000	125,000	125,000	
13/14 ID REVIEW PG 100	Institutional Development & Transformation	ALL	To ensure that the organizations finances are managed sustainably	4.3 INTERNAL AUDIT	The municipality has a functional outsourced internal audit	No of internal audit reports	4 Q IA reports submitted to AC	1,200,000.00	N/A	008-260275	N/A	INTERNAL	1 st Q IA reports submitted to AC	2 nd Q IA reports submitted to AC	3 rd Q IA reports submitted to AC	4 th Q IA reports submitted to AC	quarterly performance reports
					Audit report on PMS submitted quarterly	No of performance audit reports	4 Performance reports submitted to AC and Council for the 2013/14 FY						1 st Q PR reports submitted to AC	2 nd Q PR reports submitted to AC	3 rd Q PR reports submitted to AC	4 th Q PR reports submitted to AC	officials 'written responses to queries demonstrating resolution of matters raised
					Budget Cash Flows:								300,000	300,000	300,000	300,000	1,200,000

DEPARTMENTAL PROGRAMME: LEGAL SERVICES

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Institutional Development & Transformation	All	To ensure a maximisation of the municipality's resources in a sustainable manner	5.1 LEGAL SERVICES	Legal requirements done annually	Number of reports tabled to council by date	12 reports tabled to council by 30 June 2013	1,800,000.00	1,800,000.00	008-260045	N/A	INTERNAL	3 Report tabled	3 report tabled	3 report tabled	3 report tabled	REPORTS
								Budget Cash Flows:					450,000	450,000	450,000	450,000	1,800,000

DEPARTMENTAL PROGRAMME: YOUTH /SPORTS /ARTS/ CULTURE AND RECREATION

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
Page 125 No. 12	Good Governance and Public Participation	All	Kokstad is lively and interesting with a wide range of economic and social choices and	6.1 SALGA GAMES	GKM Annual Participate in KZN SALGA Games	Number of Sport codes participating in SALGA Games R200 000	5 Sport codes participating in SALGA Games	R350 000	N/A	088-260430	N/A	INTERNAL	Preparations for SALGA Games (Practices and Camps) Marketing / Branding GKM for SALGA Games	5 sport codes to participate in KZN provincial SALGA Games Sisonke Hosting SALGA Games at Kokstad	SALGA Games local Selection	SALGA Games District Selection	reports team list attendance register pictures

			opportunities			Number of sport codes to participate in Mayoral Games R100 000	5 sport codes to participate in Mayoral Games						N/A	N/A	Planning meeting for Mayoral Golf Day Prizes and Logistics	5 sport codes participate in Mayoral Games – April 2013	
						Number of people to participate in Mayoral Golf Day to be held in November 2013	50 people to participate in Mayoral Golf Day to be held in November 2013						Planning meeting with Golf Club and inviting participants	Mobilising 50 participants to participate in Mayoral Golf day – November 2012 Hosting of The Mayoral Charity Golf Day	N/A	N/A	
								Budget Cash Flows					-	250 000	-	100 000	R350 000
Page 125 No. 12	Good Governance and Public Participation	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	6.2 COMMUNITY & SCHOOL SPORTS SUPPORT PROGRAM	3 Sport federation supported with funding	Number of GKM Sport Federations Provided with Funding Support	Providing Funding Support to 3 GKM Sport Federations	R120 000	N/A	088 - 260430	N/A	INTERNAL	Evaluating Community funding proposal submitted and, Reporting to the council for approval of Community funding	Funding support to 3 Community sport federation	Supporting 3 School Sport Codes	N/A	funding proposals acknowledgem ent of funding receipt by associations federation reports
								Budget Cash Flows					120 000	-	-	-	R120 000

Page 125 No. 12	Good Governance and Public Participation	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	6.3 YOUTH EMPOWERMENT PROGRAMMES	Training of GKM Youth in Music Empowerment and Stage Program	Number of GKM Youth to be Trained in Music Empowerment and Stage Program	20 GKM Youth Trained in Music and Stage Programme	R330 000	N/A	088 - 260430	N/A	INTERNAL	The Programme is rolling from the Previous Financial Year Finishing up of the Program in Training 20 GKM Youth	N/A	N/A	N/A	
					1 Youth cooperatives provided with material support	Assessing proposals submitted for cooperative support	2 Youth cooperatives supported with material support						Inviting the youth cooperatives to submit proposals	Assessing proposals submitted for cooperative support	2 Youth cooperatives supported with material support	N/A	
					2 road shows held for mobilizing the GKM children & Youth	Number of School Visited and Number of Road show conducted	4 GKM School visited and 1 Road Show Conducted						N/A	Convening Back to School Preparation Meeting	Visiting 4 school of GKM and Conducting 1 Back to School Road Show	N/A	
						Number of Schools Attending Career Exhibition	Career Exhibition to be attended by 5 GKM Senior Secondary School hosted in partnership with Dept of Education						N/A	N/A	Career Exhibition to be attended by 5 GKM Senior Secondary School hosted in partnership with Dept of Education	Conducting Career Exhibition to be attended by 5 GKM Senior Secondary School in partnership with Dept of Education	
													30 000		100 000	200 000	R330 000

Page 125 No. 12	Good Governance and Public Participation	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	6.4 EVENTS MANAGEMENT	New Project (Hosting of the Arts and Culture Empowerment Competition)	Number of GKM Groups Participating Arts and Culture Empowerment Competition	10 groups participation in the local Arts and Culture Empowerment Competition	R250 775	N/A	008-260430	N/A	INTERNAL	10 local Groups participation in the empowerment programme	N/A	N/A	Preparation for 2014/15 Arts and Culture Empowerment Competition	attendance register monthly report pictures
					Youth day celebration held by 30-06-13 ten youth day structure participated	Number of youth participating in the Youth day celebration event	200 GKM Youth participating in the Youth Day Celebration						N/A	N/A	Convening Preparation Meeting for the Youth Day Celebration	Hosting of the Youth day Celebration attended by 200 youth	
Budget Cash Flows														150 775		100 000	R250 775

DEPARTMENTAL PROGRAMME: SPECIAL PROGRAMMES

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.1 DISABILITY PROGRAMMES	GKM Annual conduct Disability Programmes	Number of Disability Day Council hosted	1 Disability Day Council hosted as empowerment to Disability people	60 000	N/A	008 - 270113	N/A	INTERNAL	Preparation meetings for Disability Council Day	Hosting of Disability Council Day	N/A	N/A	attendance register monthly report pictures
						Number of Disability Sport Support Programme	2 disability Codes supported						Preparation Meeting for Disability Sport	2 Disability Codes playing sport	2 Disability codes playing sport	N/A	
						Budget Cash Flows							-	40 000	20 000	-	60 000

13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.2 MAN INITIATION, HIV /AIDS PREVENTION OF PROGRAM	The GKN Previously Supported the Programme	Encouraging 100 Man to do Circumcision as part of HIV AIDS Prevention Programme by 30 June 2014	Man circumcision promoted as part of fighting HIV / AIDS by 30 June 2014	R100 000	N/A	008-270113	N/A	INTERNAL	N/A	Meeting Preparation for hosting the Mans Circumcision Day	Hosting of the Man Circumcision Day	N/A	attendance register monthly report ' pictures
Budget Cash Flows:								-	-	100 000	-	100 000					

13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.3 SENIOR CITIZENS / ELDERLY PROGRAM	GKM Annually host Senior Citizens Day	Number of Senior Citizen attended the Local World Elderly Day	100 elderly Celebrated Elderly Day by the 24 th October 2013	R60 000	N/A	008-270113	N/A	INTERNAL	Convene plenary meeting	100 Elderly Citizens attended Elderly Day	N/A	N/A	attendance register monthly report pictures
						Number of Senior Citizen Participating in Golden Games	20 Senior Citizens Participating in Golden Games						Finalised Event logistics Plan	Day Celebrations Day (26 Oct 2012)			
													Local Games and Selections	N/A			
						Re – launch of the Elderly Citizens Forum by date	Elderly forum established and operating by 30 June 2014						District Games and Selections				
Budget Cash Flows								20 000	20 000	-	20 000	60 000					

13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.4 WOMEN EMPOWERMENT	Hosted and celebrated 2013 national Women's day And Women Council	Number of delegates attending the Hosting of Local Women's day 31/08/13	100 Women's attending women's Day Celebrations (23 Aug 2013)	R70, 000	N/A	008-270113	N/A	INTERNAL	100 Women's attending women's Day Celebrations (23 Aug 2013)	N/A	N/A	N/A	attendance register policy document council resolution reports
						Number of Women attending women Council	20 women attending women Council						20 women attending women council	N/A	N/A	N/A	
						Launching of the GKM Women's Forum by date	1 GKM Women's Forum Launched by 30 June 2014						N/A	Convene plenary Consultative meeting Formulation of the Terms of Reference	Launching of the Ward Women's Forum	1 GKM Women's Forum Launched	
						Budget Cash Flows							50 00	-	-	20 000	70 000
13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.5 ORPHANED VULNERABLE CHILDREN AND EARLY CHILDHOOD DEVELOPMENT	Hosted and celebrated the 2011 for OVC's 0 educational outreach programmes No policy	1 Pre-school sports day held	Hosting of pre school sports day 31/03/13	R50 000	N/A	008-270113	N/A	Internal	N/A	N/A	Convene plenary meeting Finalised Event logistics Plan 1 Pre school sports Day Hosted)	1 Pre school sports Day Hosted	attendance register policy document council resolution reports
						Hosting of X-mas for OVC's by 7/12/13	Xmas for OVC's hosted by Dec 2013						Convene plenary meeting for the Hosting of the Xmas for OVC	Finalised Event logistics Plan Xmas for OVC's Day Celebrations Day (31 June 2013)	N/A	N/A	
						Budget Cash Flows								25 000	-	25 000	50 000

13/14 ID REVIEW PG 101	GOOD GOVERNANCE & PUBLIC PARTICIPATION	All	Kokstad is lively and interesting with a wide range of economic and social choices and opportunities	7.6 HIV /AIDS TB AND CRIME	GKM Previously Held the Local AIDS day and TB Awareness Day	Number of TB and AIDS Awareness Day Hosted	1 TB and AIDS Day Awareness hosted in March 2014	R110,000.00	N/A	008-270113	N/A	INTERNAL	N/A	N/A	Hosting of the TB & AIDS Awareness Day	N/A	attendance register programme consent forms	
						Representation of Municipality by maidens in the annual reed dance by date	50 Girls Attended Annual Reed Dance by 30 Sept 2014						N/A	Convene plenary meeting Finalised Event logistics Plan	Kokstad Girls Attending Annual Reed Dance	N/A		N/A
						Budget Cash Flows							80 00	-	30 00	-		110 000

DEPARTMENTAL PROGRAMME: LOCAL ECONOMIC DEVELOPMENT

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 98	Local Economic Development	All	To establish economic growth and development in all economic sectors with particular focus agriculture ,tourism & manufacturing	8.1 Franklin Brick and Block Making Project	New Project	Number of operational block making project for the 2013/14 FY	1 operational block making project.	R225 000	N/A	N/A	008-260295	INTERNAL	Consultative meetings with the beneficiaries, terms of reference for site preparation and facilities drafted and submitted to SCM.	Fencing, shelters and three phase power installed and production facilities in place.	Project Closeout	n/a	Photos, progress reports, Facilities Plan, Signed MOUs with beneficiaries at Franklin, Production Records, Project completion report
								Budget Cash Flows					R100 000.00	R125 000.00	n/a	n/a	R225 ,000.00

13/14 ID REVIEW PG 98	Local Economic Development	All	To establish economic growth and development in all economic sectors with particular focus agriculture ,tourism & manufacturing	8.2 TOURISM ENHANCEMENT and EVENTS PROGRAMME	Annual Project	Number of KCTO Established for the 2013/14 FY 2 Tourism Events 1 x Tourism Awareness Workshop. 1 x Griqua Anniversary Tourism Event Conducted. 1 x Encounter EG Tourism Event Conducted	Established local Community Tourism Organisation. R165,000.00 N/A N/A 008-260295 INTERNAL	Stakeholder consultation and meetings. Steering committee established. ToRs for procurement of operational needs prepared and submitted to SCM. Support to local Spring Tourism Events	Institutional structure finalised and office bearers elected. Office infrastructure established. Launch of the CTO Support to Encounter EG Festival 2013, inclusive of Township Tourism and local crafter promotion.	N/A	N/A	Attendance registers, Brochures, photos, reports, minutes.	
							Budget Cash Flows		R85 000.00	R80 000.00	-	-	R165 000.00
13/14 ID REVIEW PG 98	Local Economic Development	All	To establish economic growth and development in all economic sectors with particular focus agriculture ,tourism & manufacturing	8.3 FLEA MARKET	Annual project/event	Number of / Co-operative and Informal economy market stands and participants 1 Informal Economy Promotion Event conducted	R50 000.00 V/N 008-260295 R50,000.00 GKM	Stakeholder meetings, steering committee established	Logistics and event management finalised. Hosting of the event	N/A	N/A	attendance register, photos, reports, minutes	
							Budget Cash Flows		n/a	R50 000.00	n/a	n/a	R50 000.00
13/14 ID REVIEW PG 98	local economic development	6 & 5	To establish economic growth and development in all economic sectors with particular focus agriculture	8.4 SHAYAMOYA CAR WASH	New Project	Number of carwash facility in operation for the 2013/14 FY 1 Operational Carwash Facility in operation	R230,000.00 N/A 008-260295 R230 000.00 GKM	Development of Tors and Specifications for Equipments and Facilities submitted to SCM.	Establishment of facilities and operationalisati on of Carwash Business	Project Monitoring and closeout.		1 signed MOU, Progress Reports photos, 1 months business records.	
							Budget Cash Flows		-	R230 000.00	-	-	R230 000.00

13/14 ID REVIEW PG 98	local economic development	6 & 5	To establish economic growth and development in all economic sectors with particular focus agriculture	8.5 Entrepreneurs Day	One entrepreneurs day event hosted	Number of entrepreneurs day hosted for the 2013/14 FY	Annual Event Successfully conducted.	R80,000.00	N/A	008-260295	R80 000.00	INTERNAL	n/a	Consultation with local entrepreneurs, public institutions and stakeholders, event logistics management and Invitations distributed	Event Conducted and Project Closeout Report.	n/a	Close out report, photos,
								Budget Cash Flows					-	R80,000.00	-	-	R80,000.00
13/14 ID REVIEW PG 98	local economic development	All	To establish economic growth and development in all economic sectors with particular focus agriculture ,tourism & manufacturing	8.6 ONE HOME , ONE GARDEN PROGRAMME	6 community gardens planted	Number of gardens planted	4 community gardens planted by 31 Dec 2013	R500 000.00	N/A	008-260365	R500 000.00	GKM	TOR's for seeds and seedlings procurement to SCM.	Distribution of seedlings to indigent communities	n/a	n/a	copies of adverts, photos, community garden and one home one garden project completion reports.
						Number of Seedlings Distributed to households	500 households benefitting from seedlings by 31 Dec 2013	Budget Cash Flows					-	R500 00.00	-	-	R500 00 0
13/14 ID REVIEW PG 98	Local Economic Development	All	To establish economic growth and development in all economic sectors with particular focus agriculture ,tourism & manufacturing	8.7 KOKSTAD LIGHT INDUSTRIAL PARK	New Project	Professional Designs and Completed Facilities	1 Industrial Park constructed. Organization Structure, Business Plan and Skills programme developed	R7,000,000.00	N/A	N/A	N/A	PROVINCIAL TREASURY	Tors for Design and Establishment of Industrial Park prepared and submitted to SCM ToRs for Service Provider to develop Organization Structure, Business Plan and Skills programme	Professionals appointed and Designs Completed. Building Contractor Appointed and Construction Commences Organization Structure, Design of Business, Budget and Skills programme development by service provider/s	Building Construction , Monitoring of Service Provision and preparation of Progress Reports	Monitoring of Service Provision and preparation of progress Reports	1 Industrial Park constructed and Organization Structure, Business Plan and Skills programme developed

								Budget Cash Flows				R2.4million	R1,7million	R2.9million		R7million	
13/14 ID REVIEW PG 98	local economic development	All wards	To identify and develop LED opportunities based on the Functions of the Municipality	8.8 SHAYAMOYA ECO-TOURISM PARK	New Project	Professional Designs and Completed Facilities	1 Ecotourism Park constructed and Organization Structure, Business Plan and Skills programme developed	R13,677,000.00	N/A	N/A	N/A	PROVINCIAL TREASURY	Tors for Design and Establishment of Ecotourism Park prepared and submitted to SCM ToRs for Service Provider to develop Organization Structure, Business Plan and Skills programme	Professionals appointed and Designs Completed. Building Contractor Appointed and Construction Commences Organization Structure, Design of Business, Budget and Skills programme development by service provider/s	Building Construction , Monitoring of Service Provision and preparation of Progress Reports	Monitoring of Service Provision and preparation of progress Reports	1 Ecotourism Park constructed and Organization Structure, Business Plan and Skills programme developed
								Budget Cash Flows				R2.2million	R4million	R4million	R3.477 million	R13,677,000.00	x

DEPARTMENT: FINANCIAL SERVICES DEPARTMENT

DEPARTMENTAL PROGRAMME: EXPENDITURE MANAGEMENT

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure that the organisations finances are managed sustainably	9.1 CREDITORS & PAYMENTS ADMINISTRATION	Creditors; salaries and third party payments are made on a monthly basis (within 30 days after receipt of the invoice)	Turnaround time of payments from approved invoice till payment	Payment of invoice within 30 days from approved invoice	N/A	N/A	N/A	N/A	OPERATIONAL	Within 30 days of receipt of approved invoice	Within 30 days of receipt of approved invoice	Within 30 days of receipt of approved invoice	Within 30 days of receipt of approved invoice	payment vouchers creditors age analysis monthly reconciliations monthly expenditure reports
								No Budget Cash Flows					-	-	-	-	-
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure that the organisations finances are managed sustainably	9.2 ANNUAL CASH FLOW PLAN	Cash flow statement/ projections	Submission of monthly statement of cash out flows and cash In- flows to Treasury by date	1Statement submitted to Treasury by 10 TH OF EVERY MONTH Annually	N/A	N/A	N/A	N/A	OPERATIONAL	Statement submitted to Treasury by 10 TH OF EVERY MONTH	Statement submitted to Treasury by 10 TH OF EVERY MONTH	Statement submitted to Treasury by 10 TH OF EVERY MONTH	Statement submitted to Treasury by 10 TH OF EVERY MONTH	monthly reports
						% Operational expenditure or less of amount budgeted	100%						100%	100%	100%		
						Percentage of municipality's capital budget actually spent on capital projects identified in the IDP	100%						N/A	N/A	N/A	100%	budget

					Financial viability in terms of debt coverage	1:02						1:02	1:02	1:02	1:02		
					Financial viability in terms of cost coverage	0.5						0.5	0.5	0.5	0.5		
							No Budget Cash Flows				-	-	-	-	-		
DEPARTMENTAL PROGRAMME: REVENUE MANAGEMENT																	
REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To enhance revenue base and ensure financial viability and management	10.1 MONTHLY BILLING	12 monthly billings before the 7 th day of every month	Number of Month end Billing Report generated by date	12 Month end Billing Report generated by the 7 th of every month.	N/A	N/A	N/A	N/A	OPERATIONAL	3 Monthly Reports generated before the 7 th of every month	3 Monthly Reports generated before the 7 th of every month	3 Monthly Reports generated before the 7 th of every month	3 Monthly Reports generated before the 7 th of every month	MONTHLY BILLINGS
								No Budget Cash Flows					-	-	-	-	-
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To enhance revenue base and ensure financial viability and management	10.2 INDIGENT HOUSEHOLD SUBSIDIZATION.	3920 people on the Indigent	Number of qualifying households with access to free monthly basic services annually	5000 of qualifying households with access to free monthly basic services by 30 June 2014	3,,210,000	N/A	050-255 010	N/A	OPERATIONAL	5000 qualifying households with access to free monthly basic services	5000 qualifying households with access to free monthly basic services	5000 qualifying households with access to free monthly basic services	5000 qualifying households with access to free monthly basic services	indigent data base register
								No Budget Cash Flows					802,500	802,500	802,500	802,500	3,210,000

13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To enhance revenue base and ensure financial viability and management	10.3 DEBT Collection (revenue Enhancement)	Debt was reduced by 18% for the 2012/13 FY	% Reduction of the debtors book by date	20% Reduction of the debtors book by 30 June 2014.	500 000	N/A	N/A	N/A	OPERATIONAL	5% Reduction of the debtors book	10% Reduction of the debtors book	15% Reduction of the debtors book	20% Reduction of the debtors book	monthly reports register
								No Budget Cash Flows			125 000	125 000	125 000	125 000	500 000		
DEPARTMENTAL PROGRAMME: SUPPLY CHAIN MANAGEMENT																	
REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure a maximization of the municipality's resources in a sustainable manner	11.1 ANNUAL PROCUREMENT PLAN	SCM Policy is in place and all BID Committees are functional plan was adopted in June 2012	Submission of 2013/2014 Procurement Plan to Council for adoption by date	Submission of 2012/14 Procurement Plan to Council for adoption31 July 2013	N/A	N/A	N/A	N/A	OPERATIONAL	Submission of 2013/14 Procurement Plan to Council for adoption31 July 2012	N/A	N/A	N/A	SCM demand plan. minutes of EXCO meeting when plan was adopted
								No Budget Cash Flows:			-	-	-	-	-		
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure a maximization of the municipality's resources in a sustainable manner	11.2 Bid Committee System	SCM Policy implemented. Turnover time for awarding bids – 60 days	Turnover time for the acquisition of goods& services	60 days Turnover time for the acquisition of goods& services	N/A	N/A	N/A	N/A	OPERATIONAL	60 days Turnover time for the acquisition of goods & services	60 days Turnover time for the acquisition of goods & services	60 days Turnover time for the acquisition of goods & services	60 days Turnover time for the acquisition of goods & services	minutes log of dates when tenders were advertised bids awarded register
						% of Bid Committee meeting that have a quorum at sitting	100% of Bid Committee meeting that have a quorum at sitting						100% of Bid Committee meeting that have a quorum at sitting	100% of Bid Committee meeting that have a quorum at sitting	100% of Bid Committee meeting that have a quorum at sitting	100% of Bid Committee meeting that have a quorum at sitting	
													No Budget Cash Flows:			-	-

13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure a maximization of the municipality's resources in a sustainable manner	11.3 MUNICIPAL CONTRACTS	Maintenance of contract and service level agreements is being done.	% compliance to contracts / SLAs with service providers	100% compliance to contracts / SLAs with service providers by 30 June 2014	N/A	N/A	N/A	N/A	OPERATIONAL	100% compliance to contracts / SLAs with service providers	100% compliance to contracts / SLAs with service providers	100% compliance to contracts / SLAs with service providers	100% compliance to contracts / SLAs with service providers	contracts register exception reports dealing with non-compliance with contractual / sla requirements / deadlines
								No Budget Cash Flows:					-	-	-	-	-
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure a maximization of the municipality's resources in a sustainable manner	11.4 SUPPLIER DATABASE	Supplier database is currently on excel spreadsheet, needs verification and cleansing of data	number of verification / cleansing conducted on the supplier data base	2 verification / cleansing conducted on the supplier data base by 30 June 2014	N/A	N/A	N/A	N/A	OPERATIONAL	1 verification / cleansing conducted on the supplier data base	N/A	N/A	1 verification / cleansing conducted on the supplier data base	contracts register exception reports dealing with non-compliance with contractual / sla requirements / deadlines
						% of Awarded Bids verified for compliance to MFMA	100% of Awarded Bids verified for compliance to MFMA by 30 June 2014						100% of Awarded Bids verified for compliance to MFMA	100% of Awarded Bids verified for compliance to MFMA	100% of Awarded Bids verified for compliance to MFMA	100% of Awarded Bids verified for compliance to MFMA	
								No Budget Cash Flows					-	-	-	-	-

DEPARTMENTAL PROGRAMME: ASSET MANAGEMENT

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure a maximization of the municipality's resources in a sustainable manner	12.1 FIXED ASSET REGISTER	2013/2012 Fixed Asset Register that reconciles with the General Ledger	Submission of 2012/2013 Procurement Plan to Council for adoption by date	12 FAR updates done in terms of GRAP 17 on the fixed asset register by 30 June 2014	400 000	N/A	N/A	N/A	OPERATIONAL	3 Monthly FAR updates done	3 Monthly FAR updates done	3 Monthly FAR updates done	3 Monthly FAR updates done	inventory checklist
								No Budget Cash Flows					100 000	100 000	100 000	100 000	400 000

DEPARTMENTAL PROGRAMME: BUDGET, REPORTING & COMPLIANCE

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure that the organisations finances are managed sustainably	13.1 SEC 71 & 72 REPORTS, NT REPORTS AND STATUTORY RETURNS.	Monthly, quarterly, bi—annual and annual reports submitted to National , Provincial Treasury and other organs of state	Monthly S 71 and In Year Monitoring Returns submitted by legislated deadline (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	12 Monthly S 71 and In Year Monitoring Returns submitted no later than 10 working days after every month end (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	N/A	N/A	N/A	N/A	OPERATIONAL	3 Monthly S 71 and In Year Monitoring Returns submitted no later than 10 working days after every month end (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	3 Monthly S 71 and In Year Monitoring Returns submitted no later than 10 working days after every month end (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	3 Monthly S 71 and In Year Monitoring Returns submitted no later than 10 working days after every month end (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	3 Monthly S 71 and In Year Monitoring Returns submitted no later than 10 working days after every month end (Monthly National Grant Returns as allocated in terms of DORA by legislated deadline)	Sec 71 reports to council, statutory reports/returns to national, provincial treasury and other spheres of government to comply in terms of the MFMA
						Quarterly Returns, Quarterly Verification Reports of Conditional Grants transferred and Statement of Capital and Operating expenditure by legislated deadline	Quarterly Returns, Quarterly Verification Reports of Conditional Grants transferred and Statement of Capital and Operating expenditure submitted not later than 24 working day after the end of every quarter						Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter	

13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure that the organisations finances are managed sustainably	13.2 BUDGET PREPARATION	2012/2013 Approved budget, 2012/2013 Adjustment Budget approved	Bi – annual Returns and Adjustment Budget Returns submitted by legislated deadline	Bi – annual Returns and Adjustment Budget Returns submitted by legislated deadline not later than 24 working day after the end of every quarter					OPERATIONAL	Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter	Not later than 24 working day after the end of every quarter			
						Annual Budget Returns, Pre-audited and Audited figures Returns submitted by deadline	1 Annual Budget Returns, 1 Pre-audited and Audited figures Returns submitted by 31/8/'13 (ABR) 1/12/'13 (AFR)						From 31 August 2013 – Annual Budget Returns	From 1 December 2013 – Audited Figures Return	N/A	N/A			
						S72 reports submitted to Council for adoption by date	1 S72 reports submitted to Council for adoption by 20/01/2013						N/A	N/A	1 S72 reports submitted to Council for adoption by 20/01/2014	N/A		S72 REPORTS	
						No Budget Cash Flow							-	-	-	-		-	
		OPERATIONAL	To ensure that the organisations finances are managed sustainably	13.2 BUDGET PREPARATION	2012/2013 Approved budget, 2012/2013 Adjustment Budget approved	Submission of Adjustment budget to Nat. Prov. Treasury, COGTA by date	Submission of Adjustment budget to Nat. Prov. Treasury, COGTA by 31 January 2014	N/A	N/A	N/A	N/A	OPERATIONAL	N/A	N/A	Submission of Adjustment budget to Nat. Prov. Treasury, COGTA	N/A	Approved budget for 2013/14. Approved adjustment budget for 2013/14.		
						Approved budget process plan / time schedule by date	Approved budget process plan / time schedule by 31 August 2012						Approved budget process plan / time schedule by 31 August 2013	N/A	N/A	N/A			

					Approved Draft budget by date	Approved Draft budget by 31/03/2014						N/A	N/A	Approved Draft budget by 31/03/2014	N/A		
					Approved Final budget by date	Approved Final budget by 31 May 2014						N/A	N/A	N/A	Approved Final budget by 31 May 2014		
					No Budget Cash Flows												
13/14 ID REVIEW PG 100	Financial Viability and Financial Management	OPERATIONAL	To ensure that the organisations finances are managed sustainably	13.3 ANNUAL FINANCIAL STATEMENTS AND AUDIT REPORTS	Proof of submission of Annual Financial Statements to Auditor General Management letter Audit opinion	Preparation and submission of annual financial statements to auditor general by date	Preparation and submission of annual financial statements to auditor general by 31 August 2014	N/A	N/A	N/A	N/A	OPERATIONAL	Preparation and submission of annual financial statements to auditor general by 31 August 2014	N/A	N/A	N/A	Annual financial statement to auditor general by 31 august 2014 with lead schedules and working paper file.
						Effective response of audit queries with timeframes given by the AG	Effective response of audit queries with timeframes given by the AG Within 2 days					Effective response of audit queries with timeframes given by the AG Within 2 days	Effective response of audit queries with timeframes given by the AG Within 2 days	Effective response of audit queries with timeframes given by the AG Within 2 days			
						Unqualified opinion by date	Unqualified opinion by 30 November 2013					N/A	Unqualified opinion by 30 November 2013	N/A	N/A		
						No Budget Cash Flows						-	-	-	-	-	

DEPARTMENT: INFRASTRUCTURE PLANNING & DEVELOPMENT**DEPARTMENTAL PROGRAMME: PMU AND CIVIL ENGINEERING**

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 98	Basic service delivery	3	To ensure proper management and maintenance of the existing infrastructure	14.1 REHABILITATION OF KOKSTAD ROADS PHASE 5: Brownlee:0.25km Sparrow;0.5 km Fleming:1.4km Groom: 0.7km Mphela link Rd: 0.3 km	2.2 Km of roads upgraded	Number of Km's of road tarred	3.15km's road tarred	R1,526,000.00	N/A	N/A	931-527020	GKM	2.6 km of layer works done	3.15km's road tarred	N/A	N/A	appointment of service providers minutes of meetings cash flows report monthly reports completion cert. project photos
						Number of job created	20 jobs created						10	10	N/A	N/A	
						Budget Cash-flows							R1,526,000	nil	nil	nil	R1,526,000
13/14 ID REVIEW PG 98	Basic service delivery	2,6 & 8	To ensure proper management and maintenance of the existing infrastructure	14.2 GRAVEL ACCESS ROADS PHASE 2	3.1 Km of roads upgraded	Number of gravel roads upgraded.	5.4 kms of gravel completed incl storm water	R2,748,000	N/A	N/A	931-527020	MIG & GKM	Installation of storm water services	2 km layer works completed	4 km of layer work done	5.4 kms of gravel road done incl. storm water	appointment of service providers progress meetings cash flows report monthly reports completion cert. project photos
								Budget Cash-flows					R 1 m	R 1m	R 748,000	Nil	

13/14 ID REVIEW PG 98	Basic service delivery	4 & 7	To ensure proper management and maintenance of the existing infrastructure	14.3 SHAYAMOYA TAXI ROUTE PHASE2	3.8 Kms of roads upgraded	Number of Kms of roads tarred.	2.2km's road tarred	R1,500,000.00	N/A	N.A	931-527020	MIG & GKM	Installation of storm water services for 2.2kms	1km of layer works done	2.2km's road tarred	N/A	appointment of service providers minutes of meetings cash flows report monthly reports Completion cert. project photos			
						Number of jobs created	21 jobs created						5	8	8	N/A				
						Budget Cash-flows							R 1 m	R5 00,000	R 500,000	Nil		R 1,500 m		
13/14 ID REVIEW PG 98	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	14.4 HORSE SHOE TAXI ROUTE PHASE2	3.5 Kms of roads upgraded	Number of Kms of road tarred	1.9km's road tarred	R2,000,000.00	N/A	N/A	931-527020	MIG & GKM	Installation of storm water services for 1.9kms	1.0kms of layer works done	1.9km's road tarred	N/A	appointment of service providers progress meetings cash flows report monthly reports Completion cert. project photos			
						Number of jobs created on the project	21 jobs created						5	8	8	N/A				
						Budget Cash-flows							R 1 m	R1 m	Nil	Nil		R 2 m		

13/14 ID REVIEW PG 98	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	14.5 REHABILITATION OF KOKSTAD ROADS PHASE 6 AND KOKSTAD MIDBLOCK ROADS	Phase 4 and 5 6km	Number of kms of roads tarred	3.7km of tarred roads	R0.00	N/A	N/A	931-527020	EXTERNAL	Appointment of contractor	Installation of storm water services for 3.7kms	2 kms of layer works done	3.7km's road tarred	appointment of service providers progress meetings cash flows report monthly reports Completion cert. project photos				
						Number of jobs created on the project	30 jobs created						N/A	10	10	10					
						Budget Cash-flows							nil	nil	nil	nil	R0.00				
13/14 ID REVIEW PG 98	Basic service delivery	4 & 7	To ensure proper management and maintenance of the existing infrastructure	14.6 SHAYAMOYA TAXI ROUTE PHASE 3	Planning	Roads layer works	Roads layer works	R0.00	N/A	N/A	N/A	EXTERNAL	Designs and SCM Process	Contractor appointed and Site establishment	Installation of storm water services	Roads layer works	Appointment of Service providers Progress meetings Cash Flows report Monthly reports Completion Cert. Project photos				
													Budget Cash-flows				R0.00	R0.00	R0.00	R0.00	R0.00
13/14 ID REVIEW PG 98	Basic service delivery	1	To ensure proper management and maintenance of the existing infrastructure	14.7 HORSE SHOE TAXI ROUTE PHASE 3	Planning	Roads layer works	Roads layer works	R0.00	N/A	N/A	N/A	INTERNAL	Designs and SCM Process	Contractor appointed and Site establishment	Installation of storm water services	Roads layer works	Appointment of Service providers Progress meetings Cash Flows report Monthly reports Completion Cert. Project photos				
													Budget Cash-flows				R0.00	R0.00	R0.00	R0.00	R0.00

13/14 ID REVIEW PG 98	Basic service delivery	5	To ensure proper management and maintenance of the existing infrastructure	14.8 BHONGWENI STADIUM STAND	Existing sport field with no Stands.	Finalised project planning and 80% Sports Facilities Completed	80% construction completed	R2,000,000.00	N/A	N/A	N/A	GKM	Advert	Appointment of contractor and site establishment	50% construction completed	80% construction completed	Appointment of Service providers Minutes of meetings Cash Flows report Monthly reports Completion Cert. Project photos							
						Number of jobs created	25 jobs created						N/A	5	10	10								
						Budget Cash-flows							nil	R 500,000	R 500,000	R 1 m		R2m						
13/14 ID REVIEW PG 97	Basic service delivery	1,2 & 6	To ensure provision of basic services to communities in a sustainable manner.	14.9 SPORTS FIELDS	Planning	Number of sports fields completed	3 Sports Fields completed	R 300,000	N/A	N/A	N/A	GKM	Complete 1 Sport field	Complete 1 Sport field	Complete 1 Sport field	N/A	Appointment of Service providers Progress meetings Cash Flows report Monthly reports Completion Cert. Project photos							
													Budget Cash-flows						R 150,000	R 100,000	R 50,000	nil	R 300,000	
13/14 ID REVIEW PG 98	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	14.10 CLOSURE & REHABILITATION OF SHAYAMOYA LANDFILL SITE	10% of Construction	% completion of landfill site	100% construction completed	R3,137,000.00	N/A	N/A	N/A	MIG & GKM	Ongoing maintenance of landfill	Ongoing maintenance of landfill	NA/	N/A	Appointment of Service providers Progress meetings Cash Flows report Monthly reports Completion Cert. Project photos							
						Number of jobs created	10 jobs created						5	5	N/A	N/A								
						Budget Cash-flows							R 1,000,000	R 1,500,000	R637,000	nil		R3,137,000.00						

13/14 ID REVIEW PG 98	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	14.11 DEVELOPMENT OF NEW LANDFILL SITE	Planning	% of work completed	80% Construction completed	R4,021,000.00	N/A	N/A	N/A	MIG & GKM	EIA and Design completed	Appointment of the contractor	60% of the construction stage complete	80% of the construction stage complete	Appointment of Service providers Progress meetings Cash Flows report Monthly reports Completion Cert. Project photos
								Budget Cash-flows					R 321 000	R 700,000	R1,000,000	R 2,000,000	R4,021M
13/14 ID REVIEW PG 97	Basic service delivery	3	To ensure provision of basic services to communities in a sustainable manner.	14.12 TRAFFIC STUDY	Planning	Completed Traffic Study Report	final report Traffic Study	R500,000.00	N/A	N/A	N/A	GKM	Draft Traffic Study report	Final report Traffic Study	N/A	N/A	appointment of service providers progress meetings completion cert. project photos
								Budget Cash-flows					R250 000	R250 000	-	-	R500,000
13/14 ID REVIEW PG 97	Basic service delivery	All	To ensure provision of basic services to communities in a sustainable manner.	14.13 UPGRADING OF RIVERVIEW SPORTFIELD	10% of Construction	Completed sport field	100% construction completed	R500,000	N/A	N/A	N/A	GKM	TOR and Advert	Appointment of contractor and site establishment	50% construction completed	100% construction completed	appointment of service providers progress meetings cash flows report monthly reports completion cert. project photos
						Number of jobs created	15 jobs created						N/A	5	5	5	
													Budget Cash-flows				
13/14 ID REVIEW	Basic service	3	To ensure provision of basic services to communities	14.14 REHABILITATION OF STADIUM	New Project	Completed sport fields	100% construction completed	R2,000,000.00	N/A	N/A	N/A	MIG & GKM	TOR and Advert	Appointment of contractor and site establishment	50% construction completed	100% construction completed	Appointment of Service providers Minutes of meetings

			in a sustainable manner.	PITCH		Number of jobs created	15 jobs created					NA	5	5	5	Cash Flows report Monthly reports Completion Cert. Project photos
								Budget Cash-flows				1m	1m	-	-	R 2,000,000
13/14 ID REVIEW PG 98	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	14.14 SMALL TOWN REHABILITATION PROGRAMME (phase 1)	1 STRP projects completed	Number of Phase 1 STRP projects completed	4 Phase 1 STRP projects Completed	14,880,000				4 Phase 1 STRP projects Completed	NA	NA	NA	Monthly reports Delivery notes
						Number of jobs created	25 jobs created					25 Jobs Created	NA	NA	NA	Payment certificates
								Budget Cash-flows				14,880,000	-	-	-	14,880,000

DEPARTMENTAL PROGRAMME: ELECTRICAL ENGINEERING

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 98	Basic Service Delivery	3	To ensure proper management and maintenance of the existing infrastructure	15.1 Standby Quarters phase 2	Foundation and wall structure	Proof of Payment to the contractor, Photos of the new building	New Standby Quarters building	R 300,000.00	N/A	931-527020	N/A	internal	Wall structure up to roof level completed	Roof Completed	Project completed	Project completed	New Standby Quarters building
								Budget Cash-flows					R100,000.00	R100,000.00	R100,000.00	R0.00	R300,000.00

13/14 ID REVIEW PG 98	Basic Service Delivery	3	To ensure proper management and maintenance of the existing infrastructure	15.2 MV Cable upgrade Phase 1,2 & 3	1300m of upgraded MV Cables	Appointment of the Contractor	Appointment of the Contractor	R 1,896,000.00	N/A	931-527020	N/A	To source funding from COGTA	Prepare application for funding Project Preparation & Service Provider Appointment	Consultant Appointed Designs and Drawings Completed	Terms of reference to appoint the contractor	Appointment of the Contractor	Completed application form to COGTA Appointment letter for the Contractor
								Budget Cash-flows					R0.00	R80,000.00	R150,000.00	R0,00	R230,000.00
13/14 ID REVIEW PG 97	Basic Service Delivery	2	To ensure provision of basic services to communities in a Sustainable manner.	15.3 Electrification of Franklin Houses Phase 1,2 & 3	New project	Appointment of the Contractor	Appointment of the Contractor	R1,600,000.00	N/A	931-527020	N/A	To source funding from COGTA	Prepare application for funding Terms of reference for the consultant	Awarded to Consultant	Designs and Drawings Completed Terms of reference for the contractor	Appointment of the Contractor	Completed application form to DoE Terms of Reference Appointment Letter of the Service provider
								Budget Cash-flows					R0.00	R80,000.00	R150,000.00	R0,00	R230,000.00

7.7	Basic Service Delivery	3	To ensure proper management and maintenance of the existing infrastructure	15.4 Upgrading of Central Substation Switchgear	Old and Outdated Switchgear	Appointment of the service provider	Appointment of the service provider	R 800,000.00	N/A	931-527020	N/A	To source funding from COGTA	Prepare application for funding	Terms of Reference forwarded to SCM	Acquiring of fund from COGTA	Appointment of the service provider	Complete d application form to COGTA Appointme nt letter for the Contractor
								Budget Cash-flows					R0.00	R0.00	R0.00	R0.00	R0.00
13/14 ID REVIEW PG 97	Basic Service Delivery	All	To ensure provision of basic services to communities in a Sustainable manner.	15.5 Increase in Notified Maximum Demand (Eskom application Phase 1)	17.5 MVA Supply	Payment to Eskom	Payment to Eskom	R 6,000,000.00				To source funding from COGTA	Prepare application for funding Application for 22 MVA completed	Quotation received from Eskom	Acquiring of fund from COGTA	Payment to Eskom	Complete d application form to COGTA Quotation of 22 MVA Supply
								Budget Cash-flows					R0.00	R0.00	R0.00	R6,000,000.00	R6,000,000.00

13/14 ID REVIEW PG 98	Basic Service Delivery	All	To ensure proper management and maintenance of the existing infrastructure	15.6 Township and Rural Electricity Performance Investigation	New project	A Document of the Full Report of the investigation	A Document of the Full Report of the	R 221,000.00				To source funding from COGTA	Prepare application for funding Terms of reference and Specification	Award to Consultant	Draft Report	Final Report Completed
								Budget Cash-flows					R0.00	R0.00	R100,000.00	R121,000.00
13/14 ID REVIEW PG 97	Basic Service Delivery	All	To ensure provision of basic services to communities in a sustainable manner.	15.7 Electrification of New Market houses	Houses without electricity	Application to Eskom Proof of new connections from Eskom	32 Houses electrified	R 250,000.00				To source funding from DoE	Prepare application for funding Application to Eskom	Payment to Eskom	Electrification of houses	Project completed
								Budget Cash-flows					N/A	R250,000.00	N/A	N/A

13/14 ID REVIEW PG 98	Basic Service Delivery	8	To ensure proper management and maintenance of the existing infrastructure	15.8 The Construction of Electrical MV and LV infrastructure Homes 2010	Un serviced sites for housing construction	Appointment of the Contractor	Appointment of the Contractor	R2,310,000.00				To source funding from COGTA	Prepare application for funding Project Preparation & Service Provider Appointment	Consultant Appointed Designs and Drawings Completed	Terms of reference to appoint the contractor	Appointment of the Contractor
Budget Cash-flows													R0.00	R80,000.00	R150,000.00	R0.00
13/14 ID REVIEW PG 97	Basic Service Delivery	2	To ensure provision of basic services to communities in a sustainable manner.	15.9 Rural Line Upgrade (Crystal Springs Line Phase 1)	Old Overhead Line and rotten poles	1,5km of Overhead line fully refurbished	1,5Km of Overhead line fully refurbished	R 500,000.00				To source funding from COGTA	Prepare application for funding Terms of Reference forwarded to SCM Advertisement	Service Provider Appointed Supply and delivery of the material	1,5 Km of line refurbished by internal staff	Appointment of the Contractor
Budget Cash-flows													R0.00	R500,000.00	R0.00	R0.00

DEPARTMENTAL PROGRAMME: BUILDING CONTROL

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 97	Good governance and Basic Services	Ward 5, 4, 2 and 8	To ensure provision of basic services to communities in a sustainable manner.	16.1 COMMUNITY HALLS	Under Construction 100% site establishment. 100% earth works 100% footings 100% slabs 100% Roof steel 100% fencing	5 New Community Halls Facilities. Kokstad Area: Bhongweni Shayamoya Rural Area: Waansberg Maraaiskoop Thuthukangele	5 New Community Halls Facilities.	R9,066,000.00	N/A	N/A	R6,000,000.00	INTERNAL	100% Wall to wall plate.	50% Roof Structure 100% Plastering	100% Roof Structure 100% Finishing 100% brick paving 100% Fencing	90% Complete Practical Handover to the end user 100% Retention period	Appointment of Service providers. Monitoring and Progress meetings. Monitoring of cash flow. Monthly reports. Completion certificate.
							Kokstad Area: Bhongweni Shayamoya						100% Steel Framing Complete and Foundation walls	100% Concrete Slab and Walls Complete	100% Plumbing, Electricity and Plastering	90% Complete Practical Handover to the end user 100% Retention period	
							Rural Area: Waansberg Maraaiskoop Thuthukangele						Budget Cash-flows			R2,266,500	
13/14 ID REVIEW PG 97	Good governance and Basic Services	Ward 5	To ensure provision of basic services to communities in a sustainable manner.	16.2 BHONGWENI YOUTH CENTRE: NEW YOUTH INDOOR CENTRE.	Under construction 100% Roofing 100% Walls 100% Plastering 100% Plumbing 10% Landscaping 50% Tennis court 100% Fencing 100% Parking	2800sqm Youth Centre facility	100% Complete (all works completed)	14,783,000.00	N/A	N/A	R3, 500, 000.00	To source funding from COGTA	90% Practical Complete Site handed over	90% Complete Practical Handover to the end user 100% Retention period	100% Complete	n/a	Appointment of Service providers. Progress Monitoring and meetings. Monitoring of cash flow. Monthly reports. Completion certificate
							Budget Cash-flows						3,695,750	3,695,750	3,695,750	3,695,750	

13/14 ID REVIEW PG 98	Good governance and Basic Services	Ward 5	To ensure proper management and maintenance of the existing infrastructure	16.3 UPGRADE OF TOWN HALL AND COUNCIL CHAMBER	Design stage complete. Under SCM for service provider appointment.	25x10m New Public Swimming Pool with change room and toilet facilities designed complete with estimate budget.	100% Complete (all works completed)	9,055,000.00	N/A	N/A	N/A	To source funding from COGTA	Site hand over to service provider. 100% earth works 100% footings 50% walls	100% walls 100% pool 100% roofing 100% paving 100% finishes	98% Complete Practical Handover to the end user 100% Retention period	100% Complete	Appointment of Service providers. Monitoring and Progress meetings. Monitoring of cash flow. Monthly reports. Completion certificate..
Budget Cash-flows													2,263,750	2,263,750	2,263,750	2,263,750	9,055,000.00
DEPARTMENTAL PROGRAMME: SPATIAL PLANNING AND LUMS																	
REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 101	spatial and environmental planning	ALL	Integrated land Management & spatial Planning initiatives	17.1 Spatial Development Framework	Credible and Adopted 2013-2017 SDF	Preparation of Terms of Reference to appointment suitable Service Provider	Adopted and Approved SDF 2013-2014	R 50 000	R 50 000	270111	NIL	INTERNAL	Preparation of Terms of Reference to appointment suitable Service Provider	Formulation of SDF Steering Committee and Signing of Service Level Agreement	Draft SDF to be Adopted by Council	Submission of Adopted and Approved Draft SDF to MEC and COGTA	Call for Proposal for Credible SDF Appointment of a Service Provider Adopted and Approved SDF Document
													Advertise for Services of Suitable Service Provider	SDF Steering Committee Meeting (Situation and status quo update)	SDF Steering Committee Meeting Draft SDF to be presented to IPD and Finance Committee and IDP Rep Forum	Effective Tool being used for Decision Making for Development Applications	

						Appointment of the successful bidder						Appointment of the successful bidder	N/A	N/A	N/A		
							Budget Cash-flows					0	R 0	R 25000	R 25 000	R 50 000	
13/14 ID REVIEW PG 101	SPATIAL AND ENVIRONMENTAL PLANNING	ALL	Integrated land Management & spatial Planning initiatives	17.2 Geographic Information System	GIS website and 2011/2012 Data Updated	Preparation of Terms of Reference to appointment suitable Service Provider Advertise for Services of Suitable Service Provider Appointment of the successful bidder Signing of Service Level Agreement Updated GIS as an Effective Tool being used for Decision Making for Development Applications	Updated Municipal GIS Spatial Data	R 250 000	R 250 000	330-260560	NIL	INTERNAL	Preparation of Terms of Reference to appointment suitable Service Provider Advertise for Services of Suitable Service Provider Appointment of the successful bidder	Data Collection and Verification Presentation of Updated Spatial Data to IPD and Finance Committee Refresher Training of Municipal GIS users	Updated and Effective Tool being used for Decision Making for Development Applications	Updated and Effective Tool being used for Decision Making for Development Applications	T.O.R for the appointment of a Service Provider Call for Proposal for updating of GIS Spatial Data Appointment of a Service Provider
							Budget Cash-flows					0	R75 000	R75 000	R100 000	R 250 000	

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES**DEPARTMENTAL PROGRAMME: COMMUNITY SOCIAL SERVICES**

REFERENCE TO IDP & RSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER					
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION	
2012-17 IDP Pg 124	Basic service delivery and Infrastructure	2	To Coordinate the provision of access to information services and Education	18.1 Development of a mobile/satellite library	ZERO	Number of mobile/satellite libraries developed by date	Kraansdraai mobile/satellite library developed by 31 March 2014	R400,000.00	N/A	N/A	931-527020	INTERNAL REVENUE	Specification and advert for supplier of 1 park home made	Appointment of the supplier and delivery of 1 park home	N/A	N/A	Reports Delivery Notes Completion Certificates	
							Construction of bookshelves and provision of furniture and equipment						N/A	N/A	Construction of the bookshelves and provision of furniture and equipment	N/A	Completion certificate Delivery notes	
							Budget Cash-flows						-	Nil	R200 000	R200 000	R400,000	
2012-17 IDP Pg 124	Local Economic development	All	To promote and create a safe, healthy, and secure environment	18.2 POUND MANAGEMENT	12 Monthly reports SLA with SPCA in place until October 2013 100% compliance to KZN Pound Act	Number of Monthly Reports submitted to Council on Pound Management	12 Monthly Reports submitted to Council on Pound Management	R300 000.00	N/A	103-260472	N/A	INTERNAL	3 Reports	3 Reports	3 Reports	3 Reports	Pound Register Monthly reports Service Level Agreement with the appointed service provider	
						Renewal of SPCA SLA by date	Renewal of SPCA SLA by 31 Oct 2013						N/A	Renewed SPCA SLA	N/A	N/A		
						% Compliance to KZN Pound Act	100% Compliance to KZN Pound Act Annually						100% Compliance	100% Compliance	100% Compliance	100% Compliance		
						Budget Cash-flows							R75,000.00	R75,000.00	R75,000.00	R75,000.00	R300,000.00	

2012-17 IDP Pg 123	Local Economic development	All	To identify and develop LED opportunities based on the functions of the Municipality	18.3 FOOD FOR WASTE	There were 100 beneficiaries receiving groceries in 2012/2013 financial year	Appointed supplier for groceries for food for waste beneficiaries by date	Appointment of supplier by 31 January 2014	R700 000.00	N/A	110-270120	N/A	Internal	Contract management with the current supplier and develop TOR for the next supplier	Appointment of the supplier for the next two quarters.	N/A	N/A	Copy of the TOR
				Number of beneficiaries receiving food parcels Annually		1200 Beneficiaries receiving food parcels by 30 June 2014	300 Beneficiaries receiving food parcels						300 Beneficiaries receiving food parcels	300 Beneficiaries receiving food parcels	300 Beneficiaries receiving food parcels	Appointment letter for the supplier	
				Appointed supplier for PPE		Appointment of supplier for PPE by 30 Sept 2014	Appointment of Supplier for PPE						Delivery of PPE for food for waste beneficiaries	N/A	N/A	Grocery distribution list	
				Budget Cash-flows			-						R233,000	R233,000	R233,000	Copy of the Specification	
																	Order issued to the supplier
2012-17 IDP Pg 122	Basic service delivery	3, 7 & 8	To ensure proper management and maintenance of the existing infrastructure	18.4 SPORTS FIELDS MAINTENANCE	Four sport fields were maintained in 2012/2013	Appointment of service providers by date	Appointment of service providers by 30 Sep 2014	R600,000.00	N/A	104 - 235090	N/A	Internal	Spec finalised and advert made and submitted to SCM and Service Providers appointed	N/A	N/A	N/A	Copy of spec and advert
						Number of cuts on sports field per month	4 sports field Cuts per month by 31 March 2014						N/A	4	4	N/A	Copy of order issued
																	Monitoring schedule
									</								

2012-17 IDP Pg 122	Basic service delivery	All	To ensure proper management and maintenance of the existing infrastructure	18.5 PARKS AND OPEN SPACES MAINTENANCE	Five parks were maintained in 2012/2013	Appointment of Service Provider by date	Appointment of Service Provider by 30 Sept 2014	R650,000.00	N/A	104 - 235060	N/A	INTERNAL	Draft specification and advertise. appointment of Service Providers	N/A	N/A	N/A	Copy of spec Order issued by SCM Monitoring schedule
						Number of cutting per park and open spaces per month	1 cut per park and spaces open per month						N/A	1 Cut per park per month	1 Cut per park per month	N/A	
						Budget Cash-flows							-	R325 000	R325 000	-	

DEPARTMENT: CORPORATE SERVICES DEPARTMENT**DEPARTMENTAL PROGRAMME: ADMINISTRATION / FLEET MANAGEMENT & ICT MANAGED SERVICES**

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANC E INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATIO N
13/14 ID REVIEW PG 100	Institutional Development & Transformation	All	Promote participative, facilitative and accountable governance	19.1 ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)	EDMS in place. Building plans are currently not included. Dual (Manual and electronic system) is in place. Integration of the current manual document system into the electronic system stopped at Protection Services Section	No. of documents circulated through EDMS by June 2014	Circulation of 20000 documents through EDMS by June 2014.	R300 000	N/A	270070	N/A	INTERNAL	Process (receive, scan, circulate, file) 7500 documents through EDMS.	Process (receive, scan, circulate, file) 2500 documents through EDMS.	Process (receive, scan, circulate, file) 2500 documents through EDMS.	Process (receive, scan, circulate, file) 7500 documents through EDMS.	REPPORTS
								Budget Cash-flows					R75 000	R75 000	R75 000	R75 000	300 00

13/14 ID REVIEW PG 99	Good governance	OPERATIONAL	To develop a strong institution to support consultative and participatory local government	19.2 FACILITATION OF POLICY DEVELOPMENT AND/OR REVIEW.	16 Municipal By-laws (Vol.1&2) were adopted and gazetted during the year 2008. Council Rules of Order were gazetted in 2009 16 Municipal By-laws (Vol.1&2) translated into isiXhosa and gazetted in 2011. 5 Municipal By-laws adopted by the Council as at 31 May 2012, and forwarded to Govt Printers for gazetting. Last set of the reviewed Policies adopted on 25 Sep 2010 & 26 April 2012.	Number of Municipal By-laws developed by 31 March 2014	4 Municipal By-laws developed by 31 March 2014	R30 000	N/A	270035	N/A	OPERATIONAL	Drafts of 04 By-laws developed. R300 000	04 By-laws adopted and Public Consultation completed.	Final drafts adopted by the Council.	Adopted set of By-laws submitted to Government Printers for publication.	4 Copies of developed Municipal By-laws
						No. of Policies reviewed and/or developed.	12 Policies reviewed and/or developed.						Facilitate and coordinate coherent and effective policy formulation.	Assist User departments to develop Draft Policies.	Coordinate the work shopping of Stake-holders & Employees.	Adoption of Policies by the Council.	Copies of developed and/or reviewed Policies.
								Budget cash Flows					R00 000	R00 000	R15 000	R15 000	R30 000
13/14 ID REVIEW PG 99		OPERATIONAL	To develop a strong institution to support consultative and participatory local government	19.3 FLEET MANAGEMENT	Fleet Managed Maintenance service approved. The turnaround time for repairs is still two weeks after the approval of Managed Maintenance Service	Fulfilment of fleet operations (Repairs and maintenance, vehicle licensing, fuel and oil, tracker) obligations.	Not more than 15 vehicles in-operational per quarter.	R1 000 000.00	R3,000,000.00	001-235005, 260080, 2600095,260110	N/A	Internal	Not more than 5 vehicles in-operational per month.	Not more than 5 vehicles In-operational per month.	Not more than 5 vehicles in-operational per month.	Not more than 5 vehicles in-operational per month per quarter.	Monthly reports
							Licensing of vehicles will be done on or before the 15 th of every month						Licensing of vehicles will be done on or before the 15 th of every month.	Licensing of vehicles will be done on or before the 15 th of every month.	Licensing of vehicles will be done on or before the 15 th of every month.	Licensing of vehicles will be done on or before the 15 th of every month.	

							Active vehicle tracking and sustained vehicle parts replacement					Active vehicle tracking and sustained vehicle parts replacement.	Active vehicle tracking and sustained vehicle parts replacement.	Active vehicle tracking and sustained vehicle parts replacement.	Active vehicle tracking and sustained vehicle parts replacement.	
								Budget Cash-flows								
								Repairs & Maintenance				R200 000	R200 000	R200 000	R200 000	R800 000
								Fuel & Oil				R250 000	R250 000	R250 000	R250 000	R1 000 000
								Vehicle Licensing				R50 000	R50 000	R50 000	R50 000	R200 000
								Tracker & New Parts				R250 000	R250 000	R250 000	R250 000	R1 000 000
13/14 ID REVIEW PG 99	Institutional Development and Transformation	OPERATIONAL	To develop a strong institution to support consultative and participatory local government	19.4 PROVIDE EFFECTIVE & EFFICIENT TELECOMMUNICATIONS AND DATA SERVICES	Telephone Management Policy in place Telephone Management System in place	Telephone expenditure (usage) of managed lines to be kept within budget	Telephone expenditure (usage) of managed lines to be kept within R1, 100, 000.	R 1 100 000	N/A	001-260460	INTERNAL	Telephone expenditure (usage) of managed lines to be kept within R91 666 per month.	Telephone expenditure (usage) of managed lines to be kept within R91 666 per month.	Telephone expenditure (usage) of managed lines to be kept within R91 666 per month.	Telephone expenditure (usage) of managed lines to be kept within R91 666 per month.	Telephone usage reports
								Budget Cash-flows				R275 000	R275 000	R275 000	R275 000	R1 100 000
13/14 ID REVIEW PG 99	Institutional Development and Transformation	OPERATIONAL	To develop a strong institution to support consultative and participatory local government	19.5 ICT NETWORK AND SERVERS	ICT Network and Servers in place Optic fibre network linking municipal offices re-enforced	Minimise downtime on preventable interruptions to ICT services	Maximum of 60 hours downtime on preventable interruptions to ICT services	R 450 000		001-260172	Internal	Maximum of 15 hours downtime on preventable interruptions to ICT services	Maximum of 15 hours downtime on preventable interruptions to ICT services	Maximum of 15 hours downtime on preventable interruptions to ICT services	Maximum of 15 hours downtime on preventable interruptions to ICT services	Report from ICT network monitoring tools Monthly ICT report
						ICT hardware Maintenance plan	Licensing for 4 municipal software applications renewed and reviewed					N/A	N/A	N/A	100% Implementation as per Plan timeline	
								Budget Cash-flows				R 000	R 450 000	R 000	R 000	R 450 000

13/14 ID REVIEW PG 99			To develop a strong institution to support consultative and participatory local government	19.6 ICT MANAGED SERVICES	ICT environment pro-actively monitored through ICT Managed Services	Monthly performance meetings and quarterly review meeting held	12 monthly service meetings and 4 quarterly review meetings held	R 500 000	N/A	001-270090		Internal	3 monthly service meetings and 1 quarterly review meeting held.	3 monthly service meetings and 1 quarterly review meeting held	3 monthly service meetings and 1 quarterly review meeting held	3 monthly service meetings and 1 quarterly review meeting held	REPORTS
								Budget Cash-flows					R 150 000	R 150 000	R 150 000	R 50 000	R500 000
13/14 ID REVIEW PG 99	Institutional Development and Transformation	All	To develop a strong institution to support consultative and participatory local government	19.7 ICT TURNAROUND STRATEGY	ICT Disaster Recovery Plan adopted	Priority projects from the Disaster Recovery Plan implemented	4 Priority projects implemented	R 500 000		001/270085		Internal	1 Priority project implemented	1 Priority project implemented	1 Priority project implemented	1 Priority project implemented	Project close out reports
								Budget Cash-flows					R125 000	R125 000	R125 000	R125 000	R500 000

DEPARTMENTAL PROGRAMME: HUMAN RESOURCES SERVICES**PROJECT OWNER: Executive Manager: IPD****PROJECT MANAGER:****PROJECT CO-ORDINATOR:**

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 99	Good governance and public Participation	ALL	To improve skills capacity for the municipality to render effective services	20.1 BURSARY FOR SCARCE SKILLS	11 New Bursaries were awarded in 2012/2013	Number of new bursaries awarded.	A minimum of 25 Students studying under the Scarce Skills Bursary.	R400 000		001-270051		Internal	Approval of second semester fees for all qualifying bursars	Advertisement for new intakes and roadshows to 7 Kokstad high schools.	Selections process finalised for new bursars. 2014 bursary confirmation letters for qualifying bursars re-issued. Approval of First semester fees for new and existing bursars.	N/A	No of new bursaries awarded and payment of fees for existing students
								Budget Cash-flows					R200 000	R0, 000	R200 000	R0, 000	R400 000
13/14 ID REVIEW PG 99		OPERATIONAL	To develop a strong institution to support consultative and participatory local government	20.2 STAFF PERFORMANCE MANAGEMENT SYSTEM	36 Performance contracts signed for employees on Post Level 0-4 36 Employees on Post level 0-4 assessed for midterm and annual assessments.	Performance contracts signed for employees on Post Level 0-4	All Performance contracts signed for employees on Post Level 0-4	R 250 000	n/a	001 - 270025	n/a	Internal	All Performance contracts for employees on Post Level 0-4 signed and submitted.	1 st Quarter Performance Assessments submitted.	Mid term submissions assessments to conducted.	3 rd Quarter Performance Assessments submitted.	No of Performance contract signed.
						All Employees on Post level 0-4 assessed for midterm and annual assessments.	All Employees on Post level 0-4 assessed for midterm and annual assessments.	Budget Cash-flows					R0, 000	R 100 000	R 150 000	R0, 000	No of midterm and Annual assessments held R 250 000

13/14 ID REVIEW PG 99	Institutional Development and transformation and	ALL	To develop a strong institution to support consultative and participatory local government	20.3 STAFF EXCELLENT SERVICES REWARDS	Annual Staff Excellence Recognition event (Day of the Stars) was held on 30 November 2012	Recognition of Excellence for Municipal Employees (for 2012/2013 financial year performance).	Staff Excellence Recognition System coordinated and event held by 15 December 2013	R 70 000	n/a	001 - 260445	n/a	Internal	Co ordinate Excellence Recognition System monthly.	Annual Excellence Recognition System event coordinated.	Co ordinate Excellence Recognition System monthly.	Co ordinate Excellence Recognition System monthly.	No of employees receiving awards. Copies of Certificates issued and invitations sent out. Copies of invoices for goods procured	
								Budget Cash-flows					R 70 000	-	-	-	R 70 000	
13/14 ID REVIEW PG 99	Institutional development and transformation and	ALL	To improve skills capacity for the municipality to render effective services	20.4 MUNICIPAL WORK PLACE SKILLS PLAN	54 Trainings held in 2012/2013	Submission of 2014/2015 WSP and 2013/2014 ATR.	All 2013/2014 WSP trainings conducted and 2014/2015 WSP and 2013/2014 ATR submitted to the LGSETA by 30 June 2014.	R 650 000	n/a	001-260450	n/a	Internal	Implementation of the 2013/2014 WSP.	Implement 2013/2014 WSP.	Implement 2013/2014 WSP. 2014/2015 WSP Skills Audit conducted.	Implement 2013/2014 WSP 2014/2015 WSP submitted for Council approval. 2014/2015 WSP and 2013/2014 ATR submitted to the LGSETA.	No of trainings held. Proof of attendance. Council Resolution approving 2014/15 WSP Proof of submission to LGSETA	
								Budget Cash-flows					R 162 500	R 162 500	R 162 500	R 162 500	R 162 500	R 650 000
13/14 ID REVIEW PG 99	Institutional development and	ALL	To improve skills capacity for the municipality to render effective services	20.5 EDUCATION AND TRAINING SUPPORT PROGRAM – STUDY GRANT	13 Employees furthering their studies at various institutions of learning	Compliance with Bursary Policy	Compliance with Bursary Policy	R 100 000		001/260492		Internal	Compliance with Bursary Policy	Compliance with Bursary Policy	Compliance with Bursary Policy	Compliance with Bursary Policy	Applications received from staff Proof of payment to the various institutions	
								Budget Cash-flows					R25 000	R25 000	R25 000	R25 000	R25 000	R100 000

13/14 ID REVIEW PG 99	Institutional development and	ALL	To develop a strong institution to support consultative and participatory local government	20.6 WELLNESS PROGRAMS (EMPLOYEE SPORTS DAY AND ANNUAL EMPLOYEE WELLNESS DAY)	Employee sports day held in October 2013 and Employee Wellness Day held in March 2013	Compliance with Wellness Policy.	Monitoring compliance with Wellness Policy.	R 100 000		001-270030	Internal	Monitoring compliance with Wellness Policy.	Monitoring compliance with Wellness Policy.	Monitoring compliance with Wellness Policy.	Monitoring compliance with Wellness Policy.	Copy of invoices from service providers for services procured. Attendance registers.
								Budget Cash-flows				R0.00	R 50 000	R 50 000	R0.00	R 100 000
13/14 ID REVIEW PG 99	Good governance and Public Participation	ALL	To improve skills capacity for the municipality to render effective services	20.7 EXPERIENTIAL TRAINING PROGRAM	15 Experiential Trainees within the Municipality.	No. of Experiential Trainees within the Municipality.	15 (3 per dept) Experiential Trainees within the Municipality	R 400 000		001-260220	INTERNAL	Approved requested Experiential Trainees recruited and assigned.	Approved requested Experiential Trainees recruited and assigned.	Approved requested Experiential Trainees recruited and assigned.	Approved requested Experiential Trainees recruited and assigned.	Print out from VIP Payroll showing the no of Interns in Service at the Municipality. Copy of Adverts, advertising posts for Experiential Trainees
								Budget Cash-flows				R100 000	R100 000	R100 000	R100 000	R400 000

DEPARTMENTAL PROGRAMME: CUSTOMER CARE SERVICES

REFERENCE TO IDP & BSC	NATIONAL KPA	WARD	STRATEGIC OBJECTIVES	PROJECT DESCRIPTION	BASELINE	KEY PERFORMANCE INDICATOR (KPI)	ANNUAL TARGET	ANNUAL BUDGET INFORMATION					PERFORMANCE TARGET & PROJECTED BUDGET PER QUARTER				
								ACTUAL BUDGET	PROJECT TOTAL COSTS	OPEX VOTE	CAPEX VOTE	FUNDING SOURCE	30-Sep-2013	31-Dec-2013	31-Mar-2014	30-Jun-2014	MEANS OF VERIFICATION
13/14 ID REVIEW PG 99	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	To improve skills capacity for the municipality to render effective services	21.1 CAPACITY BUILDING OF CUSTOMER CARE	1 outreach programme held for all wards 50 municipal employees and councillors workshop on customer care in 12/13 16 employees trained on quality management and customer care in 12/13	Number of Customer care outreached programmes	2 Customer Care outreached programmes held by 30 June 2014	30 000	50 000	008-260150	N/A	INTERNAL	1	N/A	1	N/A	attendance register outreach programme
								Budget Cash-flows					15 000	NIL	15 000	NIL	
	GOOD GOVERNANCE & PUBLIC PARTICIPATION	ALL	To ensure that services rendered by the municipality are effective and efficient	21.2 SERVICE CHARTERS AND ACCESS TO INFORMATION	2 departmental service charters developed for OMM and CSD in 12/13 0 access information manual	Number of departmental service charters developed	3 (FSD, IPD. & Corporate Services) Departmental Service Charters Developed by 30 June 2014 1 Access to Information Manual Developed by 30 June 2014	170 000	300 000	008-260150	N/A	INTERNAL	N/A	N/A	3	N/A	Adopted Departmental Services Charters
						Number of access to information manual drafted							1	N/A	N/A	N/A	Access To Information Manual Developed
								Budget Cash-flows					20 000	NIL	150 000	NIL	
13/14 ID REVIEW PG 99	GOOD GOVERNANCE	ALL	To develop a strong institution to support consultative and	21.3 CUSTOMER CARE TRANSFORMATION AND	1 Customer Care strategy developed in 12/13 Batho Pele Policy	Staff uniform purchased	Customer Care Services Staff Uniform Purchased by 30 June 2014	300,000	500,000	008-260150	N/A	INTERNAL	1	NA	N/A	N/A	staff register adopted policy

		participatory local government	DEVELOPMENT	adopted	Batho Pele Policy reviewed	Batho Pele Policy reviewed by 31 June 2014					N/A	NA	1	N/A	
							Budget Cash-flows				300 000	NIL	NIL	NIL	

13. THREE YEAR CAPITAL WORKSPLAN

N o.	Project Name	Year 2013/14	Funding Source			Ward	Comment	Year 2014/15	Funding Source			Ward	Comment	Year 2015/16	Funding Source			Ward	Comment	Year 2016/17	Funding Source			Ward	Comment
		Estimate	MIG	GKM	Other			Estimate	MIG	GKM	Other			Estimate	MIG	GKM	Other			Estimate	MIG	GKM	Other		
1	Horseshoe Taxi Route Ph 2	R 2 000 000	R 2 000 000	R -		1	Construction	R -	R -			1		R -	R -	R -		1		R -	R -	R -		1	Completion
2	Horseshoe Taxi Route Ph 3	R -	R -	R -		1	Only design	R 5 200 000	R 4 000 000	R 1 200 000		1		R -	R -	R -		1		R -	R -	R -		1	Retention
3	Shayamoya Taxi Route Phase 2	R 1 500 000	R 1 500 000	R -		7 & 4	Construction	R -	R -	R -		7 & 4		R -	R -	R -		7 & 4		R -	R -	R -		7 & 4	Completion
4	Shayamoya Taxi Route Phase 3	R -	R -	R -		7 & 4	Only design	R 7 500 000	R 4 000 000	R 3 500 000		7 & 4		R 1 000 000	R -	R 1 000 000		7 & 4	Construction	R -	R -	R -		7 & 4	Retention
5	Kokstad Roads Phase 6	R -	R -	R -		3 & 5	Only design	R 8 100 000	R 6 000 000	R 2 100 000		3 & 5		R 4 000 000	R 3 000 000	R 1 000 000		3 & 5	Construction	R -	R -	R -		3 & 5	Retention
6	Kokstad Midblock Roads (SMME's)	R -	R -	R -		3	Design + Cons	R -	R -	R -		3		R 4 000 000	R 2 500 000	R 1 500 000		3	Construction	R 5 500 000	R 3 000 000	R 2 500 000		3	Design + Cons
7	Kokstad Roads Phase 5	R 1 526 000	R -	R 1 526 000		3 & 5	Construction	R -	R -	R -		3 & 5		R -	R -	R -		3 & 5		R -	R -	R -		3 & 5	Completion
8	Retention Monies for	R 2 000 000	R -	R 2 000 000		All	Completion	R -	R -	R -		All		R 6 000 000	R 3 000 000	R 3 000 000		All	Construction	R 1 000 000	R -	R 1 000 000		All	Completion

	comple ed projects														000							0 00 0			
9	New Landfill Site Location	R 4 021 000	R 4 021 000	R -		All	Study/D esign	R 7 500 000	R 4 000 000	R 3 500 000		5	Constru ction	R 3 000 000	R -	R 3 000 000		5	Constru ction	R -	R -	R -		5	Retentio n
10	Closure & Rehabili tation of Shayam oya L/F Site	R 3 137 000	R 3 137 000	R -		4	Constru ction		R -	R 500 000		4	Retenti on	R -	R -	R -		4		R -	R -	R -		4	Comple tion
11	Commu nity Halls (SMME S)	R 9 066 000	R -	R 9 066 000		8	Design/ Const	R 3 500 000	R -	R 3 000 000		2 Frankli n	Constru ction	R 5 000 000	R -	R 5 000 000		2 Makhob a	Constru ction	R -	R -	R -		2 Makho ba	Comple tion
12	Gravel Access Roads Rural Phase 2 (SMME S)	R 2 748 000	R 2 748 000	R -		2 & 6	Constru ction	R -	R -	R -		2 & 6		R 3 000 000	R 3 000 000	R -		2 & 6		R 3 000 000	R 3 000 000	R -		2 & 6	Design/ Const
13	Sidewal ks (SMME S)	R -		R -		3	Constru ction	R 1 000 000		R 1 000 000		3		R -		R -		3		R -		R -		3	Constru ction
14	Sports Fields	R 300 000		R 300 000		1, 2 & 6	Constru ction	R 250 000		R -		1, 2 & 6		R -		R -		1, 2 & 6		R -		R -		1, 2 & 6	Constru ction
15	Public Transpo rt Facilitie s (SMMEs)	R -		R -		1,3,4,5, 6,7,8	Design/ Const	R 1 000 000		R -		1,3,4,5, 6,7,8		R -		R -		1,3,4,5,6 ,7,8		R -		R -		1,3,4,5, 6,7,8	Constru ction
16	Traffic Study	R 500 000		R 500 000		3,4,&5		R -		R -		3,4,&5		R -		R -		3,4,&5		R -		R -		3,4,&5	
17	Bhongw eni Youth Centre	R 14 783 000	R 5 000 000	R 9 783 000		5	Constru ction	R 1 000 000	R -	R 1 000 000		5	Constru ction	R 800 000	R -	R 800 000		5	Retentio n	R -	R -	R -		5	Constru ction
18	Town Hall Upgrade	R 9 055 000		R 9 055 000		3	Constru ction	R 4 000 000		R 4 000 000		3	Constru ction	R 500 000		R 500 000		3	Retentio n	R -		R -		3	Constru ction
19	Bhongw eni Staduim - Stand (SMME S)	R 2 000 000		R 2 000 000		5	Constru ction	R 7 000 000	R 1 000 000 .00	R 6 000 000		5	Constru ction	R 5 000 000		R 5 000 000		5	Constru ction	R 7 000 000		R 7 000 000 000		5	Comple tion

20	Bhongweni Youth Center Public Swimming Pool	R -		R -		5	Design	R 5 000 000		R 5 000 000		5		R 800 000		R 800 000		5	Retention	R 2 900 000		R 2 900 000		5	Completion
	Jack Hammer	R -		R -				R -						R -						R -					
	Plate Compactor	R -		R -				R -						R -						R -					
	Chainsaw	R -		R -				R -						R -						R -					
	Brush Cutter	R -		R -				R -						R -						R -					
	Generator	R -		R -				R -						R -						R -					
	Water Pump	R -		R -				R -						R -						R -					
	River View Sport Field Phase 2 (Race Track)	R -		R -				R -	R -	R -		4		R 3 000 000	R -	R 3 000 000		3,4,5	Construction	R 5 000 000	R 2 000 000 .00	R 3 000 000		3,4,5	Construction
	Kokstad Roads Phase 7	R -		R -				R -	R -	R -		3,4,5		R 500 000	R -	R 500 000		3,4,5	Construction	R 11 500 000	R 3 500 000 .00	R 8 000 000		3,4,5	Construction
	Upgrade of Roads Bhongweni	R -		R -				R -	R -	R -		8		R 6 500 000	R 3 000 000 .00	R 3 500 000		5	Design/Const	R 11 000 000 .00	R 3 000 000 .00	R 8 000 000		5	Design/Const

	Upgrade of Roads Franklin	R -		R -				R -	R -	R -		5		R 4 000 000	R 3 000 000.00	R 1 000 000		5	Constructi on	R 8 000 000	R 3 000 000.00	R 5 000 000		5	Constructi on
	Community Centre Shayamoya/Horse shoe	R -		R -				R -		R -		5		R 5 000 000		R 5 000 000		1,4, 7	Constructi on	R 300 000		R 300 000		1,4, 7	retention
	Community Centre Makhoba/Franklin							R -	R -	R -		2		R 5 000 000	R -	R 5 000 000		2	Constructi on	R 300 000	R -	R 300 000		2	retention
	Community Centre Twistville							R -	R -	R -		2		R 2 000 000	R -	R 2 000 000		2	Constructi on	R 200 000	R -	R 200 000		2	retention
2 1	Gravel Access Roads Rural Phase 3 (SMMES)							R -						R 3 500 000	R 2 500 000.00	R 1 000 000		2,6	Design/Co nst	R 3 500 000	R 2 500 000.00	R 1 000 000		2,6	Constructi on
	River View Sport Field Phase 3 (Artificial Grassing)							R -						R -		R -		4	Design/Co nst	R -		R -		4	Design/Co nst
	Upgrade of Roads Extension 7							R -	R -	R -		2		R -	R -	R -		6		R 8 000 000	R 1 000 000.00	R 7 000 000		6	Constructi on
	Total1: to Capital Outlay	R 52 636 000.00	R 18 406 000.00	R 34 230 000.00				R 51 050 000.00	R 19 000 000.00	R 30 800 000.00				R 62 600 000.00	R 20 000 000.00	R 42 600 000.00				R 67 200 000.00	R 21 000 000.00	R 46 200 000.00			

14.CONCLUSION

As part of igniting excellence and taking service delivery to a higher level, the departmental performance monitoring will be done through the quarterly departmental SDBIP's which will also be cascaded down to the senior managers' performance agreements. The implementation of sound financial planning and budgeting will ensure sustainable service delivery that would result in growth for the municipality. These budgets and strategies have been developed to ensure that backlogs are addressed and that future financial problems are avoided and timeously corrected. It is also to ensure that projects are adequately funded and that future projects can be realistically planned and budgeted.

The Greater Kokstad Municipality invites all the Stakeholders, to make this Service Delivery and Budget Implementation Plan (SDBIP) a reality.

PRESENTED TO COUNCIL BY THE MAYOR:

The Mayor
Greater Kokstad Municipality
P.O. Box 8
KOKSTAD
4700

Tel.: 039 797 6708
Fax: 039 727 5724
Email: nosisa.jojozi@kokstad.org.za

PREPARED BY :

The Municipal Manager
Greater Kokstad Municipality
P.O. Box 8
KOKSTAD
4700

Tel.: 039 797 6601/04
Fax: 039 727 5501
Email: municipality@kokstad.org.za or alternatively
felix.nxumalo@kokstad.org.za
heather.adkins@kokstad.org.za